

**UNITED STATES COURT OF FEDERAL CLAIMS
VACANCY ANNOUNCEMENT**

POSITION: Judicial Assistant to Federal Judge

OPENING DATE: May 1, 2015

CLOSING DATE: September 30, 2015

SALARY: JSP 09 - \$52,668 - \$68,465
 JSP 10 - \$58,000 - \$75,395
 JSP 11 - \$63,722 - \$82,840

The United States Court of Federal Claims is seeking to fill the Judicial Assistant position for the chambers of Judge Lydia Kay Griggsby.

Position Overview

The Court seeks an experienced legal secretary or administrative assistant with demonstrated time management and interpersonal skills, intelligence, and initiative, who possesses good judgment and discretion and is familiar with Court operations and functions.

Position Description

The Judicial Assistant provides highly responsible and confidential secretarial and administrative assistance to the Judge and her chambers staff. Duties include, but are not limited to, the following: word processing; preparing and editing drafts; proofreading memoranda, orders, opinions, and other legal documents for spelling, grammar, punctuation, uniformity of style and format, and proper citation, and reviewing the same for conformity with Court rules and procedures (including functions relating to the Court's Case Management/Electronic Case Filing (CM/ECF) system); maintaining the Judge's general files, case files and docket, and chambers library; preparing statistical and other required reports; receiving, screening, and referring telephone calls and mail and facilitating visitors to chambers; maintaining the Judge's calendar; coordinating the Judge's travel arrangements and preparing travel vouchers for reimbursement; managing general activities of the chambers, including personnel oversight and records, as well as, equipment and supplies maintenance; and developing and revising standard office policies and procedures.

Applicant must demonstrate ability to exercise discretion in confidential and sensitive matters; excellent skill in oral and written communications; and proficiency in Microsoft Word. The successful applicant must also possess excellent interpersonal and management skills and the ability to adapt to changing priorities.

Qualifications

- § Strong knowledge of and skill in using computer applications such as Lotus Notes, Microsoft Word and Excel.
- § Knowledge of court systems and legal terminology and familiarity with federal court rules and procedures.
- § Bachelors degree from an accredited college or university.

JSP9:

At least six (6) years of clerical experience, of which four (4) years must have been progressively responsible administrative experience which provided exposure to law related matters.

JSP 10:

At least seven (7) years of clerical exposure, of which five (5) years must have been progressively responsible administrative experience which provided exposure to law related matters.

JSP 11:

At least eight (8) years of clerical exposure, of which six (6) years must have been progressively responsible administrative experience which provided exposure to law related matters.

Educational Substitutions

1. Education in a college, university, or secretarial school of recognized standing may be substituted for two (2) years of general experience.
2. Education in a legal or paralegal curriculum may be substituted for a maximum of two (2) years of specialized experience on the basis of 30 semester or 45 quarter hours equal to one year of experience.

Benefits:

10 holidays § 13-26 days annual leave (increases with service) § 13 days sick leave § Federal Employees Retirement System § Thrift Savings Plan § Commuter Benefit Program/Metro Transit Subsidy Program § Flexible Spending Accounts § Insurance available for health, dental, vision, life, and long-term care.

Information for Applicants

The best qualified applicants will be invited for in-person interviews in Washington, D.C. Due to the large number of applications anticipated, only those applicants invited for interviews will be contacted by the Court.

Applications must be submitted electronically. The application shall consist of:

- A cover letter - Addressed to Judge Lydia Kay Griggsby, United States Court of Federal Claims, 717 Madison Place, N.W., Washington, D.C. 20439
- Resume,
- Salary history,
- Transcripts - Undergraduate and Graduate degrees,
- And three professional references (name, affiliation, and contact information) from persons who are familiar with your work.

Email complete application in one submission (attachments in PDF only) to: Griggsby_Chambers@ao.uscourts.gov. Please enter the vacancy announcement **JUDICIAL ASSISTANT TO JUDGE LYDIA KAY GRIGGSBY** in the subject line. Incomplete applications packages will not be considered.

- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- Chambers reserve the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an “Excepted Appointment” and an “At Will” position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for interview will be contacted.

An Equal Opportunity Employer