
**United States Court of Appeals
Fifth Circuit**

Position: Secretary to U. S. Circuit Judge – Job #1-2021
Open Date: June 11, 2021
Close Date: Until Filled
Classification Level/Salary: Up to JSP 11/10 (\$96,640)
(Salary commensurate with experience)
Location: Houston, Texas

The U. S. Court of Appeals, Fifth Circuit, is currently accepting applications for the position of Secretary to a United States Circuit Judge.

The Secretary provides administrative and case-related support to the judge and is responsible for the day-to-day operational management of the judge's chambers. The Secretary plays an important role in exemplifying and helping to foster a positive approach of professionalism, teamwork, mutual respect, and dedication to public service. The incumbent's duties include, but are not limited to:

- Managing chambers' case management system;
- Maintaining the judge's personal and court calendar;
- Working with a wide range of staff throughout the courthouse to help fulfill chambers' duties and needs;
- Answer the telephone and responding to inquiries;
- Gathering and maintaining statistical data for reports;
- Providing research assistance to the judge and general assistance to law clerks;
- Arranging meetings and conferences for the judge;
- Arranging and maintaining the judge's travel itineraries;
- Receiving and reviewing correspondence;
- Locating, scanning, copying, filing, and certifying documents;
- Maintaining, updating, purging files, and tracking filed documents;
- Assisting in maintaining a legal library;
- Handling routine office matters; and
- All other duties as assigned.

Minimum requirements for the position include:

- Exceptional interpersonal skills and ability to work with professionals on deadlines in a close and collaborative environment;
- Excellent verbal and written communications skills;
- The ability to work independently with minimum supervision; to anticipate needs and problems; and to learn, adapt, or develop, as needed;
- The ability to simultaneously manage multiple projects;
- Exceptional organizational skills and attention to detail in a deadline driven environment;
- Experience using the internet and a variety of software (Word, Adobe Acrobat), and excellent computer and research skills;
- The ability to exercise tact, good judgment, and initiative;
- The ability to maintain strict confidence of all office and judicial matters;
- Eight years of progressively responsible clerical or secretarial experience, six of which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters; and
- The availability for overtime and overnight travel as needed.

Salary range for this position is \$74,334. - \$96,640. annually, depending on qualifications and experience. Qualified applicants may apply by submitting a cover letter and completed AO78 Application For Judicial Branch Federal Employment by email as a single PDF to: Clerk_HR@ca5.uscourts.gov. Incomplete submissions will not be considered. Additional information, including the AO78 application form, can be obtained under the Current Vacancies section of the Fifth Circuit website, www.ca5.uscourts.gov.

The U. S. Court of Appeals is an Equal Opportunity Employer

Benefits:

A generous benefits package is available and includes the following: paid annual and sick leave; paid federal holidays; participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Dental and Vision Insurance Program (FEDVIP), Federal Employees Group Life Insurance (FEGLI), Flexible Benefit Programs, Federal Long-Term Care Insurance, Federal Employees Retirement System (FERS), and Thrift Savings Plan (TSP). Additional information regarding the federal judiciary employee benefits and compensation can be found on the U.S. Courts website at <https://www.uscourts.gov/careers/benefits>.

Information:

Applicants must be United States citizens or lawful permanent residents seeking United States citizenship. The selected candidate must successfully complete a background check as a condition of employment. The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. Employees serve under "Excepted Appointments" and are considered "at will" employees. Only selected applicants will be contacted for interviews.

The court reserves the right to modify the conditions on this job announcement, withdraw the job announcement, fill the position sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.