



UNITED STATES COURT OF APPEALS FOR THE ELEVENTH CIRCUIT

VACANCY ANNOUNCEMENT ADMINISTRATIVE ASSISTANT

ANNOUNCEMENT NUMBER: 18-1	APPOINTMENT: Permanent, Full-time
AREA OF CONSIDERATION: Open to all qualified applicants. LOCATION: Atlanta, Georgia	OPEN DATE: January 3, 2018 CLOSING DATE: The position is open until filled. Preference will be given to applicants whose applications are received by January 17, 2018.
SALARY RANGES: CL 25: \$41,747 – \$67,890 (Based on the 2017 Pay Table)	Starting salary is dependent upon qualifications, experience, and court funds.

POSITION OVERVIEW:

The Clerk's Office has an opening for an Administrative Assistant. The incumbent reviews, processes, and coordinates Criminal Justice Act (CJA) vouchers, travel authorizations, and payments. The Administrative Assistant provides administrative support to executives and managers. Some lifting may be required.

REPRESENTATIVE DUTIES:

- Receive, screen, process and submit vouchers for payment. Audit for accuracy prior to submitting for payment approval to proper authorities. Route copies to appropriate destinations.
- Ensure that district court vouchers are properly submitted and entered into the court database.
- Process motions, requests, and Court orders for CJA counsel to attend oral arguments and/or confer with incarcerated clients.
- Gather and analyze data for management studies to improve workflow, operating methods and to simplify processing procedures; write reports and make recommendations based on the findings of the studies. Generate standard reports from databases and computerized systems.
- Receive, screen, and refer telephone calls and personal visitors. Answer or refer routine inquiries and provide assistance to individuals, maintaining the confidentiality of sensitive matters. Receive, prioritize, and route materials, including mail, to appropriate individuals in the office or outside of the Court.
- Coordinate general activities in the immediate office, including arranging for equipment and facilities maintenance and ordering supplies. Oversee maintenance of consumable supplies, research and prepare supply requests.
- Report matters regarding the office's physical needs (such as heating, cooling, lighting and cleaning).
- Disseminate communications to appropriate individuals and follow up on action items to ensure a comprehensive and coordinated response, where required.
- Assist with coordinating conferences, meetings and court ceremonies.
- Maintain the Clerk of Court's and Chief Deputy Clerk's calendar. Arrange meetings or other events, including notification to participants and logistical coordination.
- Arrange travel and lodging and process travel vouchers for payment in accordance with existing policies and regulations.
- Perform other functions within the Clerk's Office as assigned.

QUALIFICATIONS: A minimum of two years specialized experience, including at least one year equivalent to work at the CL 24 level.

GENERAL EXPERIENCE: Progressively responsible experience that provides evidence that the applicant possesses, or has the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: Progressively responsible experience that required the regular and recurring application of clerical and office procedures involving the routine use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Such experience may be acquired in an appellate or federal court environment, in law firms, or in legal counsel offices, as well as elsewhere.

For placement at salary levels above minimum up to and including step 25, at least two years specialized experience equivalent to work at CL 24.

COURT PREFERRED QUALIFICATIONS: Experience working in a court environment, particularly federal court, or legal field is preferred.

CONDITIONS OF EMPLOYMENT: All information is subject to verification. Judicial Branch employees are "at will" employees and, as such, may be terminated with or without cause. It is the policy of the Court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress may be evaluated. All employees are required to adhere to the "Code of Conduct for Judicial Employees," which is available for review upon request.

Applicants must be U.S. citizens or lawful permanent residents actively seeking citizenship. The position of Administrative Assistant is a sensitive position. The selected candidate will be subject to a background check and subsequent suitability determination.

Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

ADDITIONAL INFORMATION: Judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, paid holidays, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. (Please see employee benefits summary.)

HOW TO APPLY:

Qualified applicants interested in this position must submit a **single** PDF containing:

- cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources;
- resume and Federal Judicial Branch Application for Employment (AO78)
(Application form is available on:
<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>);
- copies of last two performance evaluations; and
- the names and contact information for three professional references (please note that by submitting the references, the applicant consents to those references being contacted).

Application packages must be emailed to CO_apply@ca11.uscourts.gov (please include "Administrative Assistant" in the subject line). **Please note applications that are not submitted as a single PDF or are incomplete will not receive further consideration.**

Interview travel and relocation expenses will not be reimbursed. The Court provides reasonable accommodations to applicants with disabilities. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice. Please be aware that due to the volume of applications received, only candidates selected to interview will be contacted.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly-hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.