

**UNITED STATES COURT OF APPEALS  
ELEVENTH CIRCUIT**

<b>Position Title:</b>	<b>Judicial Administrator</b>
<b>Opening Date:</b>	<b>January 1, 2018</b>
<b>Closing Date:</b>	<b>January 26, 2018 (or until filled)</b>
<b>Starting Salary Range (JSP 10 to JSP 11):</b>	<b>\$63,161 - \$75,705</b>
<b>With Full Salary Potential To:</b>	<b>\$82,106</b>

The United States Court of Appeals for the Eleventh Circuit has a position open for a **Judicial Administrator** with executive assistant and office management experience to work for a Circuit Judge in Atlanta, Georgia. Applications are being accepted through **January 26, 2018**, or until the position is filled. A cover letter addressing qualifications and relevant experience with a resume outlining employment history and education should be mailed to:

Cheryl Vessels  
Assistant Circuit Executive for Human Resources  
Eleventh Circuit  
United States Court of Appeals  
56 Forsyth Street, NW  
Atlanta, Georgia 30303

**POSITION OVERVIEW:** The Judicial Administrator is directly responsible for assisting a federal circuit court judge with an extensive variety of case-related and professional administrative tasks, as well as overseeing the management of the judge's chambers. This includes but is not limited to: Preparing, tracking, and organizing a large volume of case-related documents and case files using various computer applications, preparing correspondence, memoranda, and email communication between the judge and other judges, managing and organizing financial data and preparing the judge's annual financial disclosure reports, screening telephone calls, managing the judge's schedule, training of new law clerks in chambers' administrative processes and procedures, making travel arrangements and preparing travel reimbursements, and serving as liaison to all other court support units on behalf of the judge. Occasional travel may be required.

**REQUIREMENTS:** The Judicial Administrator performs administrative duties with the Court of Appeals which require the highest level of quality and accuracy. Must have a record of quality work and multi-tasking in a demanding professional office environment. Must be able to communicate professionally with a wide-ranging constituency that includes federal judges, court personnel, attorneys, and members of the community. Must possess the ability to maintain strict confidentiality of all office and judicial matters; work independently as needed; simultaneously manage multiple projects; have exceptional organizational skills; and have a strong sense of personal and professional integrity. Must be able to interact cooperatively with other staff and court personnel and be willing to engage in the entire work of the judge's chambers. Professional demeanor and flexibility are essential. Must be able to exercise good judgment and initiative on a daily basis. Must be able to learn various court administrative processes. In addition, must possess the following skills and abilities: superior knowledge of English grammar and ability to communicate effectively (orally and in writing); excellent personal computer skills

and a desire to engage technology; skill in using a variety of computer applications (such as Word, Excel, PowerPoint, Adobe Acrobat, photo editing), as well as internet use and research skills.

**QUALIFICATIONS:** A minimum of seven years of experience is required, including five years in an executive office environment that required the daily exercise of good judgment, professionalism, initiative, and tact, such as might be found in law-related work or experience that involved responsibility as the principal office assistant to an executive who was dealing with law-related matters. Legal or paralegal training is beneficial but not required. College degree preferred but not required because applicant should have a record of experience, quality work, and multi-tasking in a demanding professional office environment.

Educational Substitutions: Education in a college or university of recognized standing may be substituted for a maximum of one year of the general experience on the basis of 30 semester (45 quarter) hours equal nine months of experience.

A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience.

Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one full year of study will be credited on a pro-rata basis.

**CONDITIONS OF EMPLOYMENT:** Applicants must be United States citizens or otherwise eligible to work for the federal government. All applicant information is subject to verification. The appointment is provisional and contingent upon the satisfactory completion and approval of a background check. All court employees are required to adhere to a *Code of Conduct for Judicial Employees*, copies of which are available upon request. Employees of the United States Circuit Court are considered "at-will" employees, and, as such, may be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to federal court employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees.

**ADDITIONAL INFORMATION:** The United States Court of Appeals for the Eleventh Circuit is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

**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:

<b>PAID VACATIONS</b>	From 13 to 26 days per year depending on length of federal service.
<b>PAID HOLIDAYS</b>	10 days per year.
<b>SICK LEAVE</b>	13 days per year.
<b>HEALTH INSURANCE</b>	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.
<b>DENTAL/VISION INSURANCE</b>	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.
<b>LIFE INSURANCE</b>	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
<b>FLEXIBLE BENEFITS</b>	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-tax or after-tax, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
<b>LONG-TERM CARE INSURANCE</b>	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.
<b>WITHIN-GRADE SALARY INCREASES</b>	Within each salary classification level there are 10 "steps." Based upon performance, employees are eligible for annual step increases through step 3, increases every 2 years through step 6, and increases every 3 years through step 10.
<b>TIME IN SERVICE</b>	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
<b>RETIREMENT</b>	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.

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**revised 8/2016**