

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	Administrative Assistant/Meeting and Event Coordinator
Location:	Atlanta, Georgia
Opening Date:	December 4, 2024
Closing Date:	January 1, 2025 (or until filled)
Annual Salary Range (CL-25):	\$50,689 - \$82,391 Starting salary dependent upon qualifications, experience, and court funds.

The Circuit Executive’s Office of the U.S. Court of Appeals for the Eleventh Circuit is accepting applications for an **Administrative Assistant/Meeting and Event Coordinator**. Applications are being accepted through **January 1, 2025**, or until the position is filled. This is an on-site position located in Atlanta, Georgia.

A cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources, and resume detailing background, experience, and qualifications should be emailed **in one single PDF attachment** to human_resources@ca11.uscourts.gov. Please indicate “Administrative Assistant/Meeting and Event Coordinator” in the subject line.

The selected candidate will be subject to a mandatory background investigation as a condition of employment.

Reimbursement for expenses associated with interview(s) and/or relocation is not available.

POSITION SUMMARY: The Administrative Assistant/Meeting and Event Coordinator reports to the Assistant Circuit Executive for Project Management. This position assists in the planning, organizing, and implementation of Eleventh Circuit meetings, conferences, and events. The incumbent also discharges administrative, clerical, and technical responsibilities for the Circuit Executive’s Office. The position provides administrative and technical assistance to ensure the smooth and efficient management of the office and the coordination of meetings, conferences, and other events, including but not limited to Court administrative meetings and the biennial circuit judicial conference. Incumbent also provides administrative support to the Circuit Executive and Deputy Circuit Executive as needed.

DUTIES AND RESPONSIBILITIES:

Provide office support and assistance for the administrative and event coordination functions of the office, which may include any or all the following duties and responsibilities.

- Assist with coordinating conferences, meetings, court ceremonies, and events, including primary planning, coordinating, and organizing catering needs, implementation, and post-event follow-up responsibilities. Assist in the preparation, printing and distribution of agendas, meeting materials, and minutes of proceedings. Prepare name plates, name badges, and signage as needed. Serve as primary contact for invitations and responses.
- Serve as onsite project lead monitoring and supporting meetings and events.
- Assist other office personnel with projects as directed and under coordination with immediate supervisor.

- Arrange meetings or other events including notification to participants and logistical coordination. Arrange travel, prepare travel itineraries, and prepare travel vouchers ensuring that policies and procedures are followed.
- Prepare, proofread, and edit materials drafted by others for accuracy, proper grammar, and spelling.
- Prepare correspondence, reports, form letters, and documents. Maintain correspondence and invitations for Court events, such as investitures and portrait ceremonies.
- Assists in compiling spreadsheets, writing reports, and making recommendations pertaining to projects within the Project Management team.
- Perform receptionist duties such as: serving as primary telephone contact for the Circuit Executive's Office, maintaining telephone coverage schedule, answering routine questions, and directing visitors/callers.
- Maintain and update internal circuit court directories to ensure information is current and accurate. Print final materials.
- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff. Responsible for the organization and maintenance of the Project Management team records.
- Coordinate room reservations (courtrooms, judicial council room, attorneys' lounges, and courthouse meeting areas).
- Maintain Circuit Executive Office calendars.
- Assemble materials for mailing, ensuring appropriate attachments are included. Process mail requiring special handling including courier and overnight mailings.
- Receive and route all incoming materials from within the court to appropriate individuals in the office. Receive and route incoming and outgoing mail to appropriate persons or offices.
- Submit requests for generally purchased office supplies.
- Assist in maintaining office reference materials, such as administrative manuals, internal controls, and bulletins. Print final materials.
- Perform other functions within the Circuit Executive's Office as assigned.

REQUIREMENTS: Incumbent must present a professional demeanor and possess exceptional interpersonal and organizational skills. The substantial amount of interpersonal communication required in the fulfillment of the duties and responsibilities of the position makes it necessary that the candidate manifest the highest degree of professionalism, poise, courtesy, and tact at all times. Must possess the ability to maintain strict confidentiality of all court matters and demonstrate sound ethics and good judgment. Incumbent must have the ability to interpret and adhere to the court's policies, procedures, practices, and guidelines related to office administration. Ability to understand and use legal terminology. Ability to work independently, prioritize, multitask, and possess excellent attention to detail. Skill in spelling, grammar, proofreading, and attention to detail. Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to interact tactfully with a wide variety of people. In addition, must be dependable, a team player, and capable of working effectively in a high volume, fast paced office.

Skill and accuracy in data entry and performing numerical calculations. A strong knowledge of Microsoft Office 365 products, including Word, Excel, and Publisher. Skill or ability to develop skill with design software. Skill in using a multi-line telephone efficiently. Ability to lift and move files, materials, and equipment (approximately up to 50 pounds). Occasional travel may be required.

REQUIRED QUALIFICATIONS:

- One year of specialized experience. Specialized experience includes progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

PREFERRED QUALIFICATIONS AND SKILLS: Preference will be given to applicants who possess the following:

- An undergraduate degree from an accredited college or university.
- More than two years of specialized experience including progressively responsible clerical or administrative experience which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of this position.
- Government administrative experience.
- Experience working in a federal court or in a legal environment.

CONDITIONS OF EMPLOYMENT: Applicants must be a United States citizen or eligible to work for the federal government. All applicant information is subject to verification. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. It is the policy of this court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All court employees are required to adhere to the [Code of Conduct for Judicial Employees](#). 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. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

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	11 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 Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses, and (2) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes.
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.
PUBLIC SERVICE LOAN FORGIVENESS EMPLOYEES	Available for those that qualify for forgiveness of the remaining balance due on their eligible federal student loans while employed full time.
EMPLOYEE ASSISTANCE PROGRAM (EAP) AND WORK/LIFE SERVICES PROGRAM	<p>EAP offers Judiciary employees, and their family members free counseling services, financial assistance, and basic legal services. These services are confidential and are provided by licensed professionals.</p> <p>The Work/Life Services Program (WorkLife4You) offers Judiciary employees, and their family members expert guidance, educational information, personalized referrals, and access to a vast array of interactive tools to assist with managing daily responsibilities and life events.</p>