

# United States Court of Appeals for the Eleventh Circuit



## ADMINISTRATIVE SUPPORT SPECIALIST

**LOCATION:** Atlanta, Georgia (this position is located **on-site** at the Court of Appeals)

**APPOINTMENT:** Permanent/Full-Time

**OPEN/CLOSING DATE:** August 20, 2026 – September 20, 2026 (or until filled)

**DEVELOPMENTAL STARTING SALARY RANGE:** \$47,270 – \$64,726 (CL 24-CL 25)

**FULL PERFORMANCE STARTING SALARY RANGE:** \$59,095 – \$84,879 (CL 24-CL 25)

*Starting salary is dependent upon qualifications, experience, and court funds. If the selected candidate starts this position at CL 24, they may later be promoted to CL 25 without further competition.*

### ABOUT THE COURT

The United States Court of Appeals for the Eleventh Circuit has jurisdiction over cases originating in Alabama, Florida, and Georgia. The Staff Attorney's Office serves the court as a central legal staff. The office is comprised of career staff attorneys and attorneys serving two-year terms, as well as administrative professionals.

### POSITION OVERVIEW

The Administrative Support Specialist performs a variety of administrative, technical, and case-related functions such as time and attendance, data collection and analysis, statistical reporting, procurement, and property management. The incumbent assists with tasks related to attendance and leave tracking. The Administrative Support Specialist serves as a back-up in case processing through the court's case management software and provides guidance on that software. The Administrative Support Specialist also serves as back-up case administrator. The Administrative Support Specialist assists with maintaining the office's physical needs and performs reception duties. The incumbent performs other mixed duties or cross-functional jobs as assigned. Some lifting may be required. The position reports to the office's Administrative Manager.

### QUALIFICATIONS

**CL 24:** Candidate must have at least 1 year of specialized experience for placement at this salary level.

**CL 25:** Candidate must have at least 2 years of specialized experience for placement at this salary level.

### SPECIALIZED EXPERIENCE

Progressively responsible clerical or administrative experience requiring the regular and recurring application of administrative 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. Such experience is commonly encountered in government entities, law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

### PREFERRED QUALIFICATIONS

Familiarity with legal terminology and procedures as well as proficient computer skills, i.e., Microsoft Office Suite (Word, Excel, PowerPoint), is preferred. Prior work experience in a municipal, county, state, or federal court is also preferred. Additionally, a bachelor's degree and/or paralegal certificate from an accredited institution is preferred.

### WORK SCHEDULE

Administrative staff work hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. Depending on the needs of the Court, administrative staff may be assigned to a particular schedule and/or may be required to work outside of normal business hours.

### **HOW TO APPLY**

Qualified applicants interested in this position must submit a **single** PDF document containing all of the following:

- Cover letter addressed to Georgette Thinn, Manager of Legal Recruitment and Staffing Analysis;
- 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 or a statement that performance evaluations are unavailable; and
- 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 [sao\\_hiring@ca11.uscourts.gov](mailto:sao_hiring@ca11.uscourts.gov) (please reference "Administrative Support Specialist" in the subject line).

**PLEASE NOTE: APPLICATIONS THAT ARE NOT SUBMITTED AS A SINGLE PDF DOCUMENT OR ARE INCOMPLETE MAY NOT RECEIVE FURTHER CONSIDERATION.**

If selected for an in-person interview, applicant must travel at their own expense. Applicants will not be reimbursed for travel and relocation expenses. 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.

### **BACKGROUND CHECK**

The position of Administrative Support Specialist is a sensitive position. As a condition of employment, the selected candidate must successfully complete a background check. Employment will be considered provisional pending the successful completion of the background check and a favorable suitability determination.

### **ADDITIONAL INFORMATION**

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. The position is subject to mandatory Electronic Funds Transfer (direct deposit) for salary payment.

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 will be evaluated. All employees are required to adhere to the "Code of Conduct for Judicial Employees," [Click here](#) to view.

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 attached employee benefit summary).

## **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:

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| <b>PAID VACATIONS</b>                                                   | From 13 to 26 days per year depending on length of federal service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>PAID HOLIDAYS</b>                                                    | 11 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 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.                                                                                                                                                                                                                                                    |
| <b>WITHIN-LEVEL SALARY INCREASES</b>                                    | 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.                                                                                                                                                                                                                                                                                                                                                 |
| <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. |
| <b>PUBLIC SERVICE LOAN FORGIVENESS</b>                                  | Available for those that qualify for forgiveness of the remaining balance due on their eligible federal student loans while employed full time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>EMPLOYEE ASSISTANCE PROGRAM (EAP) AND WORK/LIFE SERVICES PROGRAM</b> | <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>                                                                                                                                        |

(revised 08/2026)