



UNITED STATES COURT OF APPEALS FOR THE ELEVENTH CIRCUIT

JUDICIAL ADMINISTRATOR/PARALEGAL

POSITION TITLE:	Judicial Administrator or Paralegal
AREA OF CONSIDERATION: Open to all qualified applicants.	OPENING DATE: May 15, 2024 CLOSING DATE: The position is open until filled. Preference will be given to applicants whose applications are received by June 14, 2024.
LOCATION: Atlanta, Georgia (On-site position)	
APPOINTMENT: Permanent, Full-Time	
SALARY RANGE JSP 11: \$76,671 – \$99,670	Starting salary is dependent upon qualifications and experience.

The United States Court of Appeals for the Eleventh Circuit has a position open for a **Judicial Administrator or Paralegal** with executive assistant and office management experience to work for a Circuit Judge in Atlanta, Georgia. Applications are being accepted through **June 14, 2024**, or until the position is filled. A cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources, addressing qualifications and relevant experience with a resume outlining employment history and education should be e-mailed to human_resources@ca11.uscourts.gov **in one single attachment**. Please indicate in the subject line: Judicial Administrator/Paralegal.

POSITION OVERVIEW:

The Judicial Administrator/Paralegal 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 reports and formal case-related documents using various computer applications and the Internet, managing and organizing financial data, screening telephone calls, managing the judge's schedule, making travel arrangements and preparing travel reimbursements, and serving as liaison to all other court support units on behalf of the judge.

The Judicial Administrator/Paralegal performs administrative duties with the Court of Appeals which require the highest level of quality. 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 tact, good judgment, and initiative on a daily basis. Ability to learn various court administrative processes. Superior knowledge of English grammar and ability to communicate effectively (orally and in writing). Must have excellent personal computer skills and a desire to engage technology. Skill in using a variety of computer applications (such as Word, Excel, Adobe Acrobat) as well as internet use and research skills is essential. Must be proficient in finalizing documents from handwritten edits.

REQUIRED QUALIFICATIONS:

- A minimum of eight years of experience is required, including six years of specialized experience in an executive office environment which required the daily exercise of tact, good judgment, professionalism, and initiative. Specialized experience includes progressively responsible experience as the principal office assistant to an executive who was dealing with law-related matters (such as might be found in law-related work)
- A minimum of three years of work experience in a court environment or working for a law firm or public interest organization
- Careful attention to detail, ability to develop and manage discrete projects, effective communication skills, and excellent research, writing, and proof-reading abilities

PREFERRED QUALIFICATIONS:

- A bachelor's degree or paralegal certificate from an accredited college or university
- Management or other experience in a supervisory capacity

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work for the federal government. The selected candidate will be subject to a background check and subsequent favorable suitability determination as a condition of employment. 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.

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, paid leave (annual, sick, parental), paid holidays, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions. (Please see attached employee benefit summary).

Applicants selected for interviews must travel at their own expense. Interview and relocation expenses are not eligible for reimbursement. 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	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 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.
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>