



UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA
WASHINGTON, DC 20001

CHAMBERS OF
JAMES E. BOASBERG
CHIEF JUDGE

JOB OPPORTUNITY

Announcement Number: 23-USDC-01

Position Title: ADMINISTRATIVE ASSISTANT TO THE CHIEF JUDGE

Grade/Salary Range: JSP-11 (\$82,764 - \$107,590)
(Depending upon qualifications and experience)

Position Location: Washington, DC

Open Date: December 11, 2023

Closing Date: Open Until Filled

How to Apply:

Qualified individuals for this “at will” position must submit the following:

- A cover letter detailing your interest in the position
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from www.uscourts.gov)
- A resume highlighting relevant experience, education, and skills

Failure to submit a complete and signed cover letter, AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be completed to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned, or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement.

Applications may be mailed, or hand delivered to:

United States District Court for the District of Columbia
Attn: Human Resources (23-USDC-01)
333 Constitution Avenue, NW, Room 2712
Washington, DC 20001

Or via e-mail to: DCD_HumanResources@dcd.uscourts.gov

For questions, please contact the Human Resources Department at 202-354-3200. For a full list of vacancies, please see our website: <https://www.dcd.uscourts.gov/employment>.

OVERVIEW:

The position of Administrative Assistant to the Chief Judge is located within the Office of the Special Assistant to the Chief Judge and reports to and is directly supervised by the Special Assistant to the Chief Judge. The Administrative Assistant to the Chief Judge will work directly with the Chief Judge of the United States District Court for the District of Columbia and other District Judges on specific matters as assigned.

DUTIES AND RESPONSIBILITIES:

The duties of the Administrative Assistant to the Chief Judge fall into the three primary categories below, with other duties to be performed as assigned:

1. Assist and support the Special Assistant to the Chief Judge on matters relating to the *management and administration of the Court*, including by:
 - Preparing and distributing materials for monthly Executive Session meetings and managing the records of those meetings;
 - Coordinating official photographs of the Court;
 - Taking a lead role in planning and executing special events of the Court, including investitures, portrait presentation ceremonies, and memorial services, and staffing such events;
 - Docketing, filing, and managing paperwork and records for the Committee on Grievances and attending meetings of that committee;
 - Serving as an *ex officio* member of the Court's Committee on Community Engagement;
 - Managing parking for judges, chambers staff, and visitors
 - Managing the assignment of trial support rooms and requests for after-hours access and use of the loading dock by trial teams;
 - Planning and staffing an annual judges' dinner;
 - Working with the Clerk of Court in the orientation of newly-appointed judges;
 - Administering the Judges' Petty Cash Fund;
 - Managing mail received for retired and inactive judges;
 - Coordinating with security details as needed for court proceedings and special events;
 - Supporting, mentoring, and supervising high school and college student interns in the Office of the Special Assistant to the Chief Judge; and

- Staffing the D.C. Circuit Judicial Conference on behalf of the District Court, as needed.
2. Assist and support the Special Assistant to the Chief Judge with ***public relations and outreach*** by:
- Coordinating and staffing visits by foreign delegations to the Court and maintaining records of such visits;
 - Coordinating and staffing visits by school groups to the Court and maintaining records of such visits;
 - Providing logistical support to law schools, colleges and universities, high schools, bar associations, and other groups hosting mock trial and moot court programs at the courthouse;
 - Managing requests for and use of courthouse spaces by outside groups, including coordinating and approving the use of caterers, providing logistical support, and providing required notifications to the U.S. Marshals Service, General Services Administration, and the Clerk's Office of special events; and
 - Providing staffing assistance to Inns of Court and other events sponsored by District Court judges, as needed.
3. Assist and support the Special Assistant to the Chief Judge in the ***management of high-profile cases and media relations*** by:
- Helping to develop plans for public and media access to high-profile proceedings, in consultation with presiding judges and Court staff;
 - Answering media inquiries, as approved by the Special Assistant;
 - Coordinating with courtroom deputies and IT staff to set up audio/video feeds for media and overflow rooms in high-profile proceedings;
 - Managing database of members of the media approved to use the Court's media room;
 - Printing, laminating, and issuing passes for the media room;
 - Staffing the media room and overflow courtrooms as needed and monitoring compliance with Court rules in those rooms;
 - Posting and distributing media and public advisories regarding high-profile matters;
 - Creating and posting signs for media and overflow rooms;
 - Managing public and media lines for high-profile court proceedings;
 - Assisting courtroom deputies with seating members of the public and media in courtrooms during high-profile proceedings and with enforcing decorum and rules regarding use of electronic devices; and
 - Coordinating and communicating with the U.S. Marshals Service regarding security and staffing of high-profile proceedings.

QUALIFICATIONS:

To qualify for the position of Administrative Assistant to the Chief Judge, a person must possess a bachelor's degree from an accredited college or university. The successful candidate must also possess the following experience:

JSP Grade Level	Years of General Experience	Years of Specialized Experience	Total Years of Experience
11	2	6	8

General Experience:

At least two (2) years of experience relevant to the duties and responsibilities detailed above. A strong candidate will have the following experience, skills, and attributes:

- Excellent communication and people skills;
- Ability to multitask;
- Experience and/or ability organizing, directing, or speaking to large groups of people;
- Flexibility and creativity, with ability to improvise;
- Ability to remain calm and maintain a sense of humor in the face of unexpected or challenging circumstances;
- Ability to work occasional weekend or evening hours to support events;
- Interest in learning about the history of the Court and giving tours;
- Docketing and records management experience;
- Project management experience;
- Experience interacting with members of the media and/or other communications experience;
- Attention to detail;
- Knowledge of Microsoft Word, Excel, PowerPoint, Outlook and Teams, and Zoom,;
- Ability to maintain confidentiality and interact professionally with a wide range of people; and
- Ability to thrive in a fast-paced environment.

Specialized Experience:

At least six (6) years of experience in the federal judiciary and/or comparable experience in a state court system. Knowledge of federal trial court procedures and experience working in a federal trial court is an asset.

EMPLOYEE BENEFITS:

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 11 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Family and Medical Leave Act and Paid Parental Leave after 12 months of federal, civilian service
- Federal Employees’ Retirement System (FERS)

- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FGLI), the Flexible Benefits Program, the Commuter Benefit Program, and SmartBenefits (mass transit subsidy up to \$315 per month)
- Workers' Compensation Program
- On-site physical fitness facility
- Maxi flex work schedule (the ability to modify work hours with prior supervisor approval) based on the needs of the Court
- Occasional situational telework with prior supervisor approval (this is not a full-time, telework position)
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Virtual Learning through the Judiciary Online University
- Student Loan Forgiveness for Public Service Employees
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

For more detailed information about Federal Judiciary benefits, please go to www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT:

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Courts for the District of Columbia are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.

Revised January 31, 2024