



JOB OPPORTUNITY

UNITED STATES DISTRICT AND BANKRUPTCY COURTS FOR THE DISTRICT OF COLUMBIA

Position Title: Special Assistant to the Clerk
Grade/Salary Range: CL-28 (\$75,343 - \$122,483)

How to Apply:

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

- A cover letter detailing how your experience relates to the position requirements
- [AO-78, Federal Judicial Branch Application for Employment](#) (can be downloaded from www.uscourts.gov)
- A resume detailing all 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 and Bankruptcy Courts
Attn: Human Resources (2023-13)
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>.

Announcement No.: 2023-13
Position Location: Washington, DC
Position Information:
Full-time, permanent, Excepted Service, one position is available
Area of Consideration:
Open to all qualified sources
Open Date: May 9, 2023
Closing Date: Open Until Filled



Our mission at the Clerk’s Office is to fulfill the expectations of the public and the judiciary by providing exceptional service, while consistently upholding the administration of justice.

ABOUT US

The United States District and Bankruptcy Courts for the District of Columbia is recruiting for a Special Assistant to the Clerk to join its Clerk's Office team. The team works in a dynamic, fast-paced environment serving both a Bankruptcy Court constantly leveraging technology for the benefit of customers, and a District Court often referred to as the second most important in the nation given the vast number of high-profile cases over which the judges preside. The ideal candidate is a mature, self-motivated, career-oriented professional eager to grow with us, and the federal judiciary as a whole. The candidate must also share in the Clerk's Office's Vision and Mission of "providing exceptional service while upholding the administration of justice." Finally, to assist you in achieving all your career goals with us, we offer our staff tuition assistance as the budget allows. Please see the Benefits section of this announcement for additional benefits.

JOB SUMMARY

The Special Assistant to the Clerk position is located in the Office of the Clerk of Court for the United States District and Bankruptcy Courts for the District of Columbia and reports to the Clerk of Court. The Special Assistant to the Clerk provides administrative services essential to the direction and efficient operation of the Office of the Clerk of Court. The employee performs and coordinates administrative, technical, and professional work related to multiple administrative functions including ensuring compliance with appropriate guidelines, policies, and approved internal controls.

Situational telework may be available; however, this is not a full-time telework position.

DUTIES AND RESPONSIBILITIES

- Compose executive correspondence, memoranda, legal documents, and other materials for the Clerk of Court's review and/or signature. Prepare, proofread, and edit materials prepared for others for signature for accuracy, proper grammar, and spelling.
- Arrange for travel and lodging for the Clerk of Court and prepare travel authorizations and travel vouchers in accordance with judiciary and local policies and regulations.
- Coordinate conferences and meetings. Assist in the preparation of materials in support of the Court's committees. Assist with special projects. Prepare agenda and/or minutes for court meetings. Assist in maintaining and updating the office website.
- Serve as a liaison with judges' chambers, divisions of the Clerk's Office, other court units, the public, and the Administrative Office. Manage and oversee the preparation of reports provided to judges and the Clerk of Court on periodic statistical analyses and inform them of new procedures affecting the Court.
- Write, edit, and revise policies, procedures, guides, manuals, local rules, and other documents in support of administrative and operational areas of the court, and for use by court staff, the bar, and the public.
- Establish and maintain subject matter files. Maintain office reference materials, such as administrative manuals, bulletins, memoranda, etc., and file supplemental issuances of

same. Receive, prioritize, and route all incoming administrative and case-related materials from within the Court to appropriate individuals.

- Receive, screen, and refer telephone calls and personal visitors. Answer general inquiries and provide assistance to the public.
- Collect, review, and analyze information and data related to court operations, special projects, and activities. Prepare a variety of legal and administrative reports based on historical and current data, including statistics on court operations.
- Ensure accuracy and completeness of data, quality of service, and compliance with internal controls, government requirements, regulations, and policies.
- Manage the compilation and production of the Annual Report of the Clerk's Office.
- Gather and analyze data for management's use and make recommendations that will improve the workflow and simplify office procedures. Develop and maintain administrative and legal reports, plans, and other documents for internal and external use.
- Perform other duties as assigned.

QUALIFICATIONS

Qualifications must be met at the time of application.

Required Education: The successful candidate must possess a bachelor's degree from an accredited college or university in a field closely related to the subject matter of the position.

Required Specialized Experience:

To qualify for the CL-28: The candidate must also possess a minimum of two years of specialized experience.

Specialized experience is defined as progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of software for word processing, data entry, and report generation.

The successful candidate must possess the following knowledge, skills, and abilities: Proficient in the use of Microsoft Word, Excel, and PowerPoint. Skill and ability to manage an executive office in a professional environment. Ability to exercise mature judgment. Excellent written and oral communication, including the writing, editing, and proofreading of documents for spelling, grammar, style, abbreviations, and correct legal citation formats. Thorough knowledge of using executive office procedures and equipment. Familiarization with virtual platforms (Zoom, Teams, etc.). Ability to learn Court rules and policies. Ability to multitask. Skill in administrative matters (file maintenance, record keeping, and preparation of presentation material). The ability to maintain confidentiality and interact tactfully with a wide variety of people is critical.

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 (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, and SmartBenefits (mass transit subsidy up to \$300 per month)
- Employee Recognition Program, budget permitting
- Tuition Assistance, budget permitting
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- 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 October 12, 2023.