



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

JOB OPPORTUNITY

Announcement Number: 2025-03

Position Title: ADMINISTRATIVE ASSISTANT TO THE CHIEF JUDGE

Grade/Salary Range: JSP-5/6/7/8/9/10/11 (\$46,148 - \$109,975)
[Judiciary Salary Plan Pay Table](#)
(Depending upon qualifications and experience)

Position Location: Washington, DC

Open Date: April 24, 2025

Closing Date: Open Until Filled
(Deadline for first review of applications: May 7, 2025)

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, typed, and signed cover letter and 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, handwritten, 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 emailed to: DCD_HumanResources@dcd.uscourts.gov

Or mailed or hand delivered to:

United States District Court for the District of Columbia
Attn: Human Resources (2025-03)
333 Constitution Avenue, NW, Room 2712
Washington, DC 20001

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 United States District Court for the District of Columbia is a high-profile and busy federal trial court located in downtown Washington, D.C. The position of Administrative Assistant to the Chief Judge is on the staff of the Chief Judge of the District Court. The Administrative Assistant reports to and is directly supervised by the Special Assistant to the Chief Judge. The Administrative Assistant will also work directly with the Chief Judge and other United States 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 with the ***management and administration of the District Court*** by:
 - Preparing and distributing materials for monthly judges' meetings;
 - Docketing, filing, and managing paperwork and records for the Committee on Grievances and attending meetings of that committee;
 - Taking a lead role in planning and executing special events of the Court, including investitures and portrait presentation ceremonies, and staffing such events;
 - Managing the assignment of trial support rooms and requests for after-hours access by trial teams; and
 - Supporting, mentoring, and supervising high school and college student interns in the Office of the Special Assistant to the Chief Judge.
2. Assist with ***public relations and outreach*** by:
 - Coordinating and assisting with 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; and

- Managing requests for and use of courthouse spaces by outside groups, including coordinating and approving the use of caterers and providing logistical support.

3. Assist with the ***management of high-profile cases and media relations*** by:

- Facilitating public and media access to high-profile proceedings in accordance with Court policies; and
- Managing the media room pass system and monitoring media and overflow rooms during 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. Salary is determined by the JSP scale and will be commensurate with experience. Recent college graduates and prospective 2025 college graduates with an interest in law or government are welcome to apply.

JSP Grade Level	Years of General Experience <i>(including Educational Substitutions)</i>	Years of Specialized Experience	Total Years of Experience
5	2	0	2
6	2	1	3
7	2	2	4
8	2	3	5
9	2	4	6
10	2	5	7
11	2	6	8

General Experience:

General experience is experience generally relevant to the duties and responsibilities of the position. We are seeking candidates with an interest in court administration, the federal judicial system, and/or the law. Strong candidates will have the following skills and attributes:

- Excellent communication and people skills;
- Ability to multitask;
- Experience and/or ability organizing and speaking to groups of people;
- Flexibility and creativity, with an ability to improvise;
- Ability to remain calm and maintain a sense of humor in the face of unexpected circumstances;
- Ability to work occasional weekend or evening hours to support events;
- Interest in learning about the history of the Court and giving tours;
- Project management experience;
- Experience interacting with members of the media or other communications experience;
- Attention to detail;

- Ability to maintain confidentiality and interact professionally with a wide range of people; and
- Ability to thrive in a fast-paced environment.

Specialized Experience:

Specialized experience is progressively responsible experience that is directly relevant to the duties and responsibilities of the position. Relevant experience in the federal judiciary and/or comparable experience in a state court system will be taken into account in the starting JSP level.

Educational Substitutions:

1. A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably, such degree should have included courses in law, government, public or business administration, or related fields.
2. Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one full year of study will be credited on a pro-rata basis.

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 (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, and SmartBenefits (mass transit subsidy up to \$325 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.