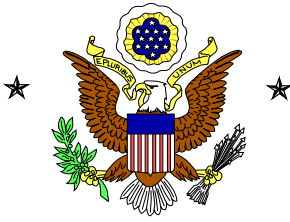


**UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA**



**JOB OPPORTUNITY NUMBER: FY 19-002R\***

**POSITION: Judicial Assistant**

**LOCATION: Norfolk, Virginia**

**Opening Date: October 19, 2018**

**Closing Date: November 15, 2018**

**CLASSIFICATION LEVEL/SALARY RANGE: JSP 10/1 – 11/10 (\$55,720 - \$79,586)**

**\*Actual starting salary dependent upon experience and qualifications.**

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**POSITION OVERVIEW**

This is a full-time position located in the chambers of a U.S. District Judge. The position is available starting February 1, 2019.

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**DUTIES AND RESPONSIBILITIES**

The incumbent performs administrative work in support of the Judge and must be an experienced legal secretary with proficiency in confidentiality and discretion. The incumbent manages a small office and must coordinate activities with law clerks, attorneys and courthouse personnel; assist with the judge's calendar; and conduct other business matters.

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**QUALIFICATIONS**

A minimum of seven years of progressively responsible secretarial experience which provided a good knowledge of office practices such as filing, telephone usage, and word processing. Five years of the seven years of experience must have been progressively responsible secretarial experience which involved responsibility as the principal assistant to a professional who was dealing with law-related matters (such as might be found in a law, insurance or real estate office). The incumbent must be proficient in the use of Word in the preparation of correspondence and court documents, and must have excellent oral and written communication skills.

Court Preferred Qualifications: Familiarity with federal court operations and functions or prior federal court experience.

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**EDUCATION**

High school graduation or equivalent required. Education above high school level may be substituted for general experience. College degree preferred.

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**BENEFITS**

A generous benefits package is available and includes:

- A minimum of 10 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
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance

- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service

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## **CONDITIONS OF EMPLOYMENT**

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Final candidates will undergo a background check.

Employees of the United States District Court 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 Fund Transfer (EFT) for payroll deposit.

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## **APPLICATION INFORMATION**

Interested applicants must submit a cover letter and resume, with two references.

To ensure consideration, applications must be received by close of business on November 15, 2018, by mail or email.\*

Mail to:       Debbie Cramer  
                  Human Resources Manager  
                  U.S. District Court  
                  401 Courthouse Square  
                  Alexandria, VA 22314

**Or**

Email to: [jobs@vaed.uscourts.gov](mailto:jobs@vaed.uscourts.gov)

\*The application procedures have been updated to reflect submissions accepted through either mail or email as designated above.

Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

**The United States District Court is an Equal Opportunity Employer.**