

# UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

[www.vaed.uscourts.gov](http://www.vaed.uscourts.gov)



★ **JOB OPPORTUNITY NUMBER: FY 20-017**

**POSITION: Judicial Assistant**

**LOCATION: Alexandria, Virginia**

**Opening Date: September 18, 2020**

**Closing Date: Open until filled  
(Applications received by October 5, 2020  
will be given first consideration)**

**CLASSIFICATION LEVEL/SALARY RANGE: JSP 10 - 11 (\$65,561 – \$93,638)**

---

## **POSITION OVERVIEW**

The Federal Court is seeking qualified applicants for the full-time position of Judicial Assistant to United States Magistrate Judge Ivan D. Davis. This is an executive administrative position with responsibility for office management, organizing office workload, and screening requests and materials for the judge.

The duties include, but are not limited to:

- receiving and screening telephone and in-person callers;
- screening incoming and preparing outgoing communications;
- managing chambers' case management system and work flow as well as the judge's calendar;
- coordinating hearings and appointments with prosecutors, defense lawyers, court security and other courthouse personnel;
- preparing and editing legal documents, correspondence, reports and statistics;
- monitoring chambers' emails for Notice of E-Filings (NEFs) and taking action as needed; organizing and maintaining the filing system of cases and correspondence;
- providing assistance to law clerks; preparing travel itineraries, arrangements and vouchers;
- maintain office supplies and equipment; and
- maintenance of the chamber's library.

---

## **QUALIFICATIONS**

A minimum of seven years of experience is required. At least five years of the seven years of experience must have been progressively responsible experience which involved responsibility as the principal assistant to a professional who was dealing with law-related matters. A bachelor's degree from a college or university of recognized standing may be substituted for two years of experience. Preferably, such degree should have included courses in law, government, public or business administration or related fields.

Applicants should have excellent administrative and organizational skills; the ability to communicate effectively; and a solid command of office protocols and administrative practices, such as calendaring, preparation of orders, assembling, photocopying, filing, record keeping, telephone usage, travel planning and typing. Accuracy and attention to detail in grammar,

spelling, punctuation and proofreading are a must. Applicants must possess the ability to maintain strict confidentiality with respect to duties and responsibilities; the ability to work independently with little supervision; and a strong sense of personal and professional integrity. The ability to manage a small office in a professional manner is required. Working knowledge of the federal courts' Case Management/Electronic Case Files (CM/ECF) System is preferred.

---

## **EDUCATION**

High school graduation or equivalent required. College degree preferred.

---

## **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 federal government service
- Optional participation in Transit Subsidy Program

---

## **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.

---

## **APPLICATION INFORMATION**

Interested applicants must submit a cover letter, resume, the Application for Federal Employment (document can be found under "Related Links" on the Employment page of our website), and a list of references.

While the position is open until filled, to ensure consideration, applications must be submitted via email as one PDF document by October 5, 2020 to: [JobAnnouncement@vaed.uscourts.gov](mailto:JobAnnouncement@vaed.uscourts.gov) 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**