

UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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JOB OPPORTUNITY NUMBER: FY 25-003

POSITION: Judicial Assistant

LOCATION: Richmond, VA

Opening Date: October 24, 2024

**Closing Date: December 6, 2024
(applications received by
November 15th will receive
priority consideration)**

**CLASSIFICATION LEVEL/SALARY RANGE: JSP 9/01 – 11/10 (\$62,579 - \$98,426)
Actual starting salary dependent upon experience and qualifications.**

POSITION OVERVIEW

This is a full time in person position in the chambers of a U.S. District Judge in Richmond, Virginia. **This position is available January 24, 2025.**

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 ideal candidate will display initiative, good judgment, professionalism, follow through, ability to multi-task and readily adapt to fast-changing priorities, excellent organizational skills, a strong work ethic, and a desire to work in a collegial court district (Virginia Eastern District) and division (Richmond).

Representative Duties include:

- Managing the day-to-day operation of the office;
- Reviewing, proofreading and editing legal documents;
- Filing orders, notices, and opinions and other legal materials in the court's electronic filing system;
- Creating and maintaining files and databases;
- Making travel arrangements and preparing travel reimbursements for the judge;
- Maintaining the judge's calendar;
- Assist the judge in committee and extra-judicial work, such as administrative work for the courthouse and for committees, including national committees.
- Assisting the judge in the preparation and submission of reports required by statute or other demand; and
- Performing other duties as assigned or necessary.

QUALIFICATIONS

High school graduation with at least four years executive secretarial experience or three years paralegal experience. Preferred law-related experience (such as might be found in a law firm, insurance, or real estate office). Paralegal experience is a plus. Education above high school level may be substituted for general experience. College degree preferred. Proficiency in Word, experience or willingness to learn the court's docketing and other electronic systems; excellent oral and written communication skills.

BENEFITS

A generous benefits package is available and includes:

- A minimum of 11 paid holidays per year

- Paid annual and sick leave
- 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

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

Applicants must submit four (4) items

1. A cover letter
2. Resume
3. The [application for Federal Employment](#) (document can also be found under "Related Links" on the Employment page of our website)
4. A list of professional references

Application packages may be mailed to:

**Ellen Darcy
U. S. District Court
701 East Broad Street
6th Floor
Richmond, VA 23219**

The United States District Court is an Equal Opportunity Employer