



**UNITED STATES COURT OF APPEALS  
FOR THE EIGHTH CIRCUIT**

**VACANCY ANNOUNCEMENT**

**Position Title:** Judicial Assistant/Secretary to Federal Circuit Judge

**Location:** Cedar Rapids, Iowa

**Salary Range:** JSP 9-11 (between \$47,448 - \$74,628)  
(Grade is based on education and prior experience)

**Closing date:** May 31, 2013 or until filled

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The United States Court of Appeals for the Eighth Circuit is currently accepting applications for a full time Judicial Assistant (JA) to assist a newly appointed U.S. Circuit Judge. The JA is an integral part of the judge's staff and must possess outstanding communication and clerical skills to ensure that chambers operations run smoothly and efficiently. The JA must perform a wide range of duties including managing the judge's schedule and correspondence, maintaining records, assisting with docketing, answering the phone, interfacing daily with judges, law clerks, and other court personnel, as well as other case management duties assigned by the judge.

This position is located in Cedar Rapids, Iowa. Some travel may be required. The Eighth Circuit is the second largest federal circuit in the United States and has a jurisdiction over ten districts in seven states.

**Qualifications**

The successful candidate must have the following:

- High school diploma or the equivalent (a Bachelor's Degree, Associates Degree or Paralegal Certificate is preferred but not required) plus two years general experience and four to six years specialized experience.

**General experience** is progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, typing, word processing, calendaring and reception duties.

**Specialized experience** is progressively responsible secretarial experience which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance or real estate office).

- Excellent interpersonal skills and the ability to communicate both verbally and in writing, to maintain confidentiality and to interact tactfully with attorneys, colleagues and the public.
- Good judgment and the ability to organize work to meet deadlines and complete multiple tasks in a timely manner.
- General knowledge and understanding of the policies and procedures of the Court and basic case management practices.
- Knowledge of and skill in the use of applicable automated systems, including Windows Operating Systems, WordPerfect and all Microsoft Office 2010 products such as Word, Excel and PowerPoint etc. (Familiarity with CM/ECF and other technology tools utilized in chambers is preferred but not required.)

### **Conditions of Employment**

Applicants who are non-United States citizens must meet the judiciary requirements for federal employment. Only qualified applicants who submit all of the required documents listed below will be considered for this position. As a condition of employment, the selected candidate must undergo an FBI background investigation. Employment will be considered provisional until the FBI background check is completed. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay.

Additionally, employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judicial Policies and Procedures*, and are bound by the ethical standards established by the judge and the Code of Conduct for Judicial Employees.

### **Employee Benefits:**

The following benefits are available for this position:

- Health Insurance
- Dental and Vision Insurance
- Federal Employees' Group Life Insurance
- Long-term Care Insurance
- Long-term Disability Insurance
- Flexible Spending Accounts (health and dependent care)
- Thrift Savings Plan

- Federal Employees' Retirement System
- Holidays – 10 paid days per year
- Accrued vacation days:
  - 13 days per year under 3 years of service
  - 20 days per year for 3 to 15 years of service
  - 26 days per year for 15 or more years of service
- Accrued sick leave – 13 days per year

**Applicant Procedure:**

Qualified applicants must submit each of the following to be considered:

- A detailed cover letter
- A detailed resume
- Contact information for three professional references

Submit materials to:

United States Court of Appeals  
United States Courthouse  
111 Seventh Avenue, SE, Box 20  
Cedar Rapids, IA 52401-2101

Or e-mail to: [CE8employment@ca8.uscourts.gov](mailto:CE8employment@ca8.uscourts.gov)

Only those candidates selected for an interview will be contacted.

The court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

**THE COURT IS NOT AUTHORIZED TO REIMBURSE CANDIDATES FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES.**

The U.S. Court of Appeals is an Equal Opportunity Employer and  
VALUES DIVERSITY IN THE WORKPLACE