

## JOB LISTING

**TYPE OF POSITION:** Full-Time Secretary to Judge (OA)

**NUMBER OF POSITIONS AVAILABLE:** One

**LOCATION:** U.S. Court of Appeals for the Armed Forces  
450 E Street, N.W.  
Washington, D.C. 20442-0001

**DESCRIPTION OF ORGANIZATION:** Chambers of a Judge in a civilian appellate court having worldwide criminal jurisdiction over all branches of the military justice system.

**EXPERIENCE:** Specialized office administration experience at a level of difficulty and responsibility equivalent to the next lower grade level.

**RESPONSIBILITIES:** Assists in the maintenance of the Judge's Chambers and daily work schedule. Works with the Judge and the Chambers professional staff in preparing legal opinions. Types and distributes documents. Maintains accurate records and files, as well as the Judge's legal library. Receives visitors and telephone callers. Provides secretarial support for judicial clerk. Works closely with the Judge's Personal and Confidential Assistant.

**JOB DURATION:** Full time "at will" excepted service position.

**SALARY:** GS-0318-10 - \$56,857 to \$73,917 per annum (depending upon level of skill and experience). Full Federal Benefits to include medical and life insurance, sick leave and vacation time.

**CONTACT PERSON:** Mrs. Gail Bissi, Court Administrative Specialist, (202)761-1451.

**APPLICATION PACKAGE:** Include (1) a brief cover letter noting the position for which the candidate is applying; (2) an updated resume; and (3) contact information for references. Send required package by mail to court address (above) or by e-mail at: [gail.bissi@armfor.uscourts.gov](mailto:gail.bissi@armfor.uscourts.gov)

**DEADLINE FOR APPLICATION:** Open until filled. Estimated date of hire: January 2013.