

U.S. Court of Appeals for the Armed Forces
Job Listing

POSITION: Personal and Confidential Assistant to Judge Johnson

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: Subject only to certiorari review by the Supreme Court of the United States in a limited number of cases, the United States Court of Appeals for the Armed Forces (USCAAF) serves as the appellate court of last resort for all the most serious courts-martial convictions. The Judges of the USCAAF are appointed by the President of the United States and confirmed by the Senate. This position is in the chambers of a USCAAF Judge.

DUTIES:

The Personal and Confidential Assistant assists the Judge in the daily activities of the office, performing administrative management, secretarial, legal, and related paralegal duties as assigned by the Judge. In addition, this position serves as the intermediary between the Judge and the Chief Judge and other Judges of the Court, as well as senior court staff members, bar members, and members of the public on behalf of the judge. Since the Personal and Confidential Assistant is generally the first member of a judge's staff whom outsiders meet, the incumbent must have a pleasant and positive attitude, excellent organization skills and refined customer service skills.

RESPONSIBILITIES:

- Manage day-to-day operations of chambers. Monitor deadlines, prioritize tasks, and determine need for action by the judge. Compile and arrange information and prepare required periodic reports regarding court and non-court activities.
- Coordinate the advertisement and selection of term law clerks and interns.
- Effectively manage communications with the Office of the Clerk of Court and other chambers.
- Review legal documents as assigned by the judge for completeness and accuracy. Compose, prepare, and/or edit correspondence and documents that may require research or analysis.
- Perform legal research (legislative, statutory, regulatory, caselaw).
- Perform functions in the court's case management and filing system, including monitoring the caseload, maintaining, updating, and tracking the Judges' votes, organizing case-related filings and correspondence, logging actions, and updating case lists. Screen cases for potential conflict. Maintain recusal list. Track and monitor calendars, filings, hearings, etc. Review daily reports to identify new filings.
- File orders, notices, and opinions in the court's electronic filing system. Create and update templates and standard documents for orders and other related documents.
- Prepare and maintain the judge's travel itineraries and coordinate with the Office of the Clerk of Court. Make travel arrangements and prepare vouchers for reimbursement

- payments. Maintain the judge's calendar.
- Maintain chambers information storage and filing systems (electronic and paper) for case filings, correspondence, publications, data, forms, and other documents.
- Maintain office supplies and inventory of property assigned to chambers. Place calls for repair of office equipment.
- Other duties as requested.

EXPERIENCE/QUALIFICATIONS:

Minimum Qualifications:

- The successful applicant must be a high school graduate or equivalent and must have four years of specialized experience to qualify.
- The successful applicant must speak and write in grammatically correct and professional quality English and be able to communicate clearly and professionally with the public. In addition, the applicant must be proficient in using Microsoft Outlook email/calendaring, Microsoft Word, Excel spreadsheet management and Adobe. Proficiency is mission critical.

Preferred Qualifications:

Preference will be given to applicants who possess:

- A four-year college degree; or
- Significant legal secretarial, paralegal, and/or court clerk experience in military justice and/or criminal law.
- Familiarity with the automated case management system C-Track.

Specialized experience is progressively responsible paralegal/administrative experience that involved responsibility as a principal office assistant to a supervisor who was dealing with law-related matters and/or a paralegal who conducted legal factual, legislative, statutory, regulatory, caselaw research, cite checking, administrative duties, and other closely related duties of a complex nature in support of attorneys engaged in cases and legal counsel matters; Experienced in analyzing and evaluating case data entered into a case management system.

JOB DURATION: The position is an At-Will, Excepted service position under Title 10, U.S. Code § 943.

ESTIMATED DATE OF HIRE: M a y 2024.

GRADE, SERIES & SALARY:

- GS-12
- 0301 Miscellaneous Administration and Program
- \$99,200 - \$128,956 per annum (includes locality)
- Full Federal benefits include medical insurance, sick and annual leave.
- *Grade and salary will be determined based on experience and qualifications.

SECURITY CLEARANCE: Secret

CONTACT PERSON: Any questions about the position should be directed to our HR Specialist at Adminoffice@armfor.uscourts.gov.

HOW TO APPLY: Applicants should forward the following documents to email address Adminoffice@armfor.uscourts.gov.

- (1) a brief cover letter (optional),
- (2) a resume
- (3) 3 professional references
- (4) College transcripts (if applicable)
- (5) DD214 (if applicable)

A complete application package must be submitted, partial or incomplete packages will not be considered.

The U.S Court of Appeals for the Armed Forces is an Equal Opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the U.S. Court of Appeals for the Armed Forces considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference are encouraged to include that information in their cover letter or resume and attach supporting documentation to their submissions.

DEADLINE FOR APPLICATION: Open until filled.