



## UNITED STATES COURT OF APPEALS FOR THE EIGHTH CIRCUIT

### VACANCY ANNOUNCEMENT

Position Title: Judicial Assistant/Secretary to United States Circuit Judge  
Location: Fargo, ND  
Salary Range: JSP 9-10 (\$49,765 - \$71,247)  
(Grade is based on education and prior experience, with possible advancement to JSP 11)  
Closing Date: January 19, 2018, 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 United States 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 Fargo, North Dakota. 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 in 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.

- 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
- Federal Holidays
- Vacation
- Sick Leave

### **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 Courthouse  
Attn: Applications  
655 1<sup>st</sup> Avenue North, Suite 410  
Fargo, North Dakota 58102-4952

Or e-mail to: [susan\\_hettich@ca8.uscourts.gov](mailto:susan_hettich@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**