



United States Court of Appeals
Fifth Circuit

Position: Judicial Assistant to United States Circuit Judge
Open Date: November 1, 2023
Close Date: Until Filled
Classification Level/Salary: JSP 10/1 \$62,898 (Up to 10/10 \$81,771)
(Salary commensurate with experience. Promotion potential to JSP 11 after one year.)
Location: Shreveport, Louisiana
Announcement Number: 2-2023 (AMENDED 11/17/2023)

The United States Court of Appeals for the Fifth Circuit is currently accepting applications for the position of Judicial Assistant to United States Circuit Judge Carl E. Stewart, whose chambers is located in the Tom Stagg United States Court House in Shreveport, Louisiana.

The Judicial Assistant provides administrative and case-related support to the judge and is responsible for the day-to-day operational management of the judge's chambers. The Judicial Assistant plays an important role in exemplifying and helping to foster a positive approach of professionalism, teamwork, mutual respect, and dedication to public service. The incumbent's duties include, but are not limited to:

- Managing chambers' case management system.
- Maintaining the judge's personal and court calendar.
- Working with a wide range of staff throughout the courthouse and federal court system to help fulfill chambers' duties and needs.
- Answer the telephone and responding to inquiries.
- Gathering and maintaining statistical data for reports.
- Providing general assistance to law clerks.
- Arranging meetings and conferences for the judge.
- Arranging and maintaining the judge's travel itineraries.
- Receiving and reviewing correspondence.
- Locating, scanning, copying, filing, and certifying documents.
- Maintaining, updating, purging files, and tracking filed documents.
- Handling routine office matters.
- All other duties as assigned.

Minimum requirements for the position include:

- Exceptional interpersonal skills and ability to work with professionals on deadlines in a close and collaborative environment.
- Excellent verbal and written communications skills.
- The ability to work independently with minimum supervision; to anticipate needs and problems; and to learn, adapt, or develop, as needed.
- The ability to simultaneously manage multiple projects.
- Exceptional organizational skills and attention to detail in a deadline driven environment.
- Excellent computer skills and experience using the internet and a variety of software (Word, Adobe Acrobat, Excel, PowerPoint).
- The ability to exercise tact, good judgment, and initiative.
- The ability to maintain strict confidence of all office and judicial matters.
- The availability for occasional longer days and overnight travel as needed.
- Two years of general clerical experience and five years of specialized experience that 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).

HOW TO APPLY:

Qualified applicants may apply by submitting a cover letter and completed AO78 Application for Judicial Branch Federal Employment by email to: Clerk_HR@ca5.uscourts.gov. Incomplete submissions will not be considered. Additional information, including the AO78 application form, can be obtained under the Current Vacancies section of the Fifth Circuit website, www.ca5.uscourts.gov.

BENEFITS:

A generous benefits package is available and includes the following: paid annual and sick leave; paid federal holidays; participation in the Federal Employees Health Benefits Program (FEHB); Federal Employees Dental and Vision Insurance Program (FEDVIP); Federal Employees Group Life Insurance (FEGLI); Flexible Benefit Programs; Federal Long-Term Care Insurance; Federal Employees Retirement System (FERS); and, Thrift Savings Plan (TSP). Additional information regarding federal judiciary employee benefits and compensation can be found on the U.S. Courts website at <https://www.uscourts.gov/careers/benefits>.

INFORMATION:

Applicants must be United States citizens or lawful permanent residents seeking United States citizenship. The selected candidate must successfully complete a background check as a condition of employment. The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. Employees serve under "Excepted Appointments" and are considered "at will" employees. Only selected applicants will be contacted for interviews.

The court reserves the right to modify the conditions on this job announcement, withdraw the job announcement, fill the position sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.

The United States Court of Appeals is an Equal Opportunity Employer.