



United States Court of International Trade

One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov

Vacancy Announcement Number: 19-08
Opening Date: July 8, 2019

VACANCY ANNOUNCEMENT

POSITION:	Judicial Executive Assistant
SALARY:	JSP 9/1 to JSP 11/10 (\$59,173 - \$93,077) Starting salary will commensurate with qualifications and experience.
CLOSING DATE:	Open Until Filled Applications received by July 19, 2019 will receive first consideration.

POSITION OVERVIEW

The United States Court of International Trade is accepting applications for the position of Judicial Executive Assistant. The Executive Assistant is responsible for day-to-day management of the operations of judicial chambers (a small-office environment) and provides administrative and secretarial support to a Federal Judge.

QUALIFICATIONS

The applicant should be a dynamic "self-starter" with excellent interpersonal skills, who demonstrates both initiative and follow-through in all duties, who enjoys multi-tasking, and can readily adapt to fast-changing priorities in a small-office setting. The applicant should have excellent administrative, organizational, project management and conceptual skills; the ability to effectively communicate verbally and in writing; and a solid command of office protocols and administrative practices, such as calendaring, travel planning, assembling, photocopying, filing, record keeping, telephone usage and typing. Accuracy and attention to detail in grammar, spelling, punctuation and proofreading are a must. Must be able to handle confidential matters appropriately. Legal research and/or cite-checking skills and familiarity with legal databases, such as Lexis, Westlaw, and the federal court's Case Management/Electronic Case Filing (CM/ECF) System is desired. Prior federal judiciary experience is preferred.

Candidates must have a minimum of six (6) years of experience, of which at least four (4) years must be progressively responsible administrative/secretarial experience as the principal office assistant to a supervisor dealing with law-related matters (such as might be found in a law, insurance or real estate office). Case management or paralegal experience is preferred. Internet savvy and word processing (Microsoft Word) skills are necessary.

BENEFITS

A generous benefits package is available and includes the following: paid annual and sick leave; ten paid holidays; Federal Employees Retirement System (FERS FRAE); Thrift Savings Plan (TSP); Employee Assistance Program (EAP); public transportation subsidy (TransitChek); and fitness facility. Optional participation includes the following: Federal Employees Health Benefits Program (FEHB); Federal Employees Dental and Vision Insurance Program (FEDVIP); Federal Employees Group Life Insurance (FEGLI); Flexible Benefit Programs (pre-tax flexible spending for health care and dependent care); Commuter Benefit Program; and Federal Long-Term Care Insurance. Additional information on the [Federal Judiciary benefits](https://www.uscourts.gov/careers/benefits) can be found at <https://www.uscourts.gov/careers/benefits>.

INFORMATION FOR APPLICANTS

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. As condition of employment, the selected candidate must successfully complete an FBI background check. Employees of the U.S. Court of International Trade are considered "at will" and are not subject to the employment regulations of competitive service. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review on the [US Courts website](https://www.uscourts.gov). Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.

HOW TO APPLY

To be considered, interested applicants must submit a cover letter, specifying how you satisfy the qualifications listed above; résumé; and an [Application for Judicial Branch Federal Employment](https://www.uscourts.gov/careers/benefits) (AO 78). Submit all documents via email in a single PDF file to the following email address: Human_Resources@cit.uscourts.gov. Include the title of the position and vacancy announcement number in the subject line of the email. Applications received by July 19, 2019 will receive first consideration.

Failure to submit a complete application will not be considered. Only applicants selected for an interview will be notified. All application information is subject to verification. The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which actions may occur without prior written or other notice.