



United States Court of International Trade

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

Job Announcement: 15-01
Opening Date: October 28, 2014

VACANCY ANNOUNCEMENT

Position:	Judicial Executive Assistant
Salary:	\$54,035 - \$84,990 (JSP - 9/1 to JSP - 11/10) Actual starting salary commensurate with qualifications, salary, and experience.
Closing Date:	November 19, 2014

Position Overview:

The United States Court of International Trade is accepting applications for a 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:

Applicants should be dynamic self-starters with excellent interpersonal skills, who demonstrate both initiative and follow-through in all duties, who enjoy multi-tasking, and can readily adapt to fast-changing priorities in a small-office setting. Applicants should have excellent administrative, organizational, project management and conceptual skills so as to be able to take responsibility for the functioning of the chambers; 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, scanning, filing, record keeping, telephone usage and typing. Accuracy and attention to detail in grammar, spelling, punctuation and proofreading are a must. Discretion and the ability to maintain confidentiality are essential. Strong knowledge of and skill in using computers and applications, such as word processing, spreadsheets, e-mail, and the internet are required. MS Office, WordPerfect and Lotus Notes experience is preferred. Legal research and/or cite-checking skills and familiarity with legal databases, such as Lexis, Westlaw and the federal courts' Case Management/Electronic Case Files (CM/ECF) System is desired.

Applicants must be high school graduates or the equivalent and 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). Prior federal court experience, especially experience with federal judicial policies and procedures is a plus.

Benefits:

A generous benefits package is available and includes the following: paid annual and sick leave; ten 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 (FGLI), Flexible Benefit Program, Long-Term Care Insurance through the Federal Judiciary or OPM, Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP). The United States Court of International Trade currently offers public transportation vouchers (TransitChek), gym membership, and a Court Achievement Program (CAP).

Conditions of Employment:

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. All appointments are subject to an FBI background check. Employees of the U.S. Court of International Trade are "at-will" employees and are required to adhere to the Code of Conduct for Judicial Employees. Electronic Funds Transfer (EFT) is mandatory for payment of net pay. The United States Court of International Trade is an equal opportunity employer.

Application Procedure:

In a cover letter, please specify how you satisfy the qualifications listed above, along with a detailed résumé and two letters of recommendation. A résumé without the required cover letter addressing the qualifications and/or letters of recommendation will not be considered. All applications should be directed via mail to: United States Court of International Trade, One Federal Plaza, New York, NY 10278-0001, Attn: Human Resources, #FY 15-01 or via e-mail to: Human_Resources@cit.uscourts.gov. Please include the title of the position and job announcement in the subject line. Please use only one method of application. Only applicants selected for an interview will be notified.