



## United States Court of International Trade

One Federal Plaza  
New York, NY 10278-0001  
[www.cit.uscourts.gov](http://www.cit.uscourts.gov)

Job Announcement: 16-05  
Opening Date: June 22, 2016

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### VACANCY ANNOUNCEMENT

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<b>Position:</b>	Judicial Executive Assistant (Full-Time Permanent)
<b>Salary:</b>	\$55,327 - \$87,021 (JSP 9/1 to JSP 11/10) Actual starting salary commensurate with qualifications, salary, and experience.
<b>Closing Date:</b>	July 15, 2016

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#### 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 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. 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 Files (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 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, 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 application information is subject to verification. The selected candidate will be subject to a background check as condition of employment. 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.

#### Application Procedure:

Qualified applicants must submit a cover letter, specifying how you satisfy the qualifications listed above, a résumé, two letters of recommendation and an [Application for Judicial Employment \(AO78\)](#). The form can be found at [www.cit.uscourts.gov](http://www.cit.uscourts.gov) under Human Resources. All applications should be directed via mail (postmarked by the closing date) to: United States Court of International Trade, One Federal Plaza, New York, NY 10278-0001, Attn: Human Resources, #16-05 or via e-mail in PDF or Word format to: [Human\\_Resources@cit.uscourts.gov](mailto:Human_Resources@cit.uscourts.gov). Please include the title of the position and job announcement in the subject line. Failure to submit a complete application will not be considered. Please use only one method of application. Only applicants selected for an interview will be notified.