

UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS

625 Indiana Avenue, N.W., Suite 900

Washington, D.C. 20004

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 15-12

Issuing Date:: 10/29/15

Closing Date: *11/13/15

Position: Secretary to the Clerk of the Court/Executive Officer

Court Schedule: CS-10 (equivalent GS-10, salary range including Washington-Baltimore 2015 Locality Pay is \$58,000 to \$75,395).

This excepted service appointment is made without regard to Title 5 governing appointments in the competitive service. *Applications must be received by the Court (not just postmarked) by 5:00 p.m. on 11/13/15.

Conditions of Employment: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of fingerprinting and a background security investigation with favorable adjudication. Failure to meet these requirements will be grounds for termination.

Area of Consideration: Government Wide

Duties and Responsibilities: The Secretary to the Clerk of the Court/Executive Officer performs a variety of duties requiring the incumbent to speak and act for the Clerk of the Court/Executive Officer. These include certain administrative functions which require a highly developed skill in handling a full complex of office functions, such as the following:

1. Bar admissions: manages the bar admissions program governed by Rule 46 of the Court's Rules of Practice and Procedure which includes: receiving, screening, processing, and recording applications for admission to the bar of the Court; processing all requests from attorneys admitted to the bar of the Court for wall certificates which includes collecting fees and printing certificates of good standing; scheduling for the Clerk formal swearing-in ceremonies held during scheduled oral arguments of the Court; and resolving matters involving insufficient funds for practice fees or wall certificates.
2. Congressional requests: receives, reviews, processes, and records all Congressional inquiries and drafts responses for the Clerk's signature.
3. Receives and screens telephone and personal callers, refers callers to the appropriate Court unit, and answers general inquiries from a knowledge of the Clerk's activities and operations practice.
4. Types in final form the Clerk's material, including correspondence, memoranda, reports, legal documents, etc.; attaches supplemental material as required; checks citations; prepares appropriate copies; edits material to eliminate colloquial expressions; and corrects grammatical errors and usage.
5. Disseminates communications to appropriate managers, peers and Court staff, and follows up on action items to ensure a comprehensive and coordinated response, where required.
6. Maintains time and attendance for the Clerk's staff when necessary.
7. Circulates/distributes materials to the Clerk's Office, and Judges' chambers as appropriate.
8. Maintains the Clerk's calendar, setting appointments as instructed or on own initiative.
9. Arranges travel, and prepares travel vouchers for Clerk ensuring that travel policies and procedures are followed.
10. Maintains office reference materials, such as Rules booklets and administrative manuals, bulletins, etc. Maintains membership terms for the Rules Advisory Committee and Admissions and Practice Committee.

11. Assists with coordinating conferences, meetings, and Court ceremonies and administrative support for the final day of the National Veterans Law Moot Court Competition held at the Court. Maintains conference room calendar.
12. Maintains inventory of Court's honorary awards; prepares procurement requests to replenish stock when necessary.
13. Assembles and prepares errata orders and works with Court librarian to ensure WestLaw and Lexis receive corrected decisions and opinions.
14. Prepares, proofreads and edits materials for Court managers.
15. Performs other duties as assigned.

Qualification Requirements: To qualify for the position of Secretary to the Clerk of the Court/Executive Officer, applicant must be a high school graduate, or the equivalent, and must have the following experience.

CS Grade Level	Years of General Experience	Years of Specialized Experience	Total Years of Experience
10	2	5	7

Note: One year of the required specialized experience must have been at, or equivalent to, the next lower grade in the federal service.

General Experience: Progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, typing, record keeping, sorting and distributing mail.

Specialized Experience: Progressively responsible secretarial experience which involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters and/or who was dealing in a field which involved the use of specialized terminology (such as personnel, finance, banking or credit firms, etc.).

Experience with excel, report writer, and PowerPoint presentations preferred.

Applicant must be flexible with work schedule. Telework is not available for this position.

NOTE: The selectee will be subject to a one year probationary period.

Educational Substitutions: Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of 1 year of the general experience on the basis of 30 semester (45 quarter hours) equals 9 months of experience. A bachelor's degree from a college or university of recognized standing may be substitute for two years of general experience. Education in a legal or paralegal curriculum may be substituted for a maximum of 2 years of specialized experience on the basis of 1 full academic year (30 semester or 45 quarter hours) equals 1 year of experience. Less than 1 full year of study will be credited on a pro-rata basis.

Instructions for Applying: Submit the following: Resume and OF 306 (*Declaration for Federal Employment*). Send applications to: employment@uscourts.cavc.gov or To: Ramona Smalls, U.S. Court of Appeals for Veterans Claims, 625 Indiana Avenue, N.W., Suite 934, Washington, D.C. 20004. A copy of the OF 306 is available at www.uscourts.cavc.gov under Employment or contact Mrs. Smalls on 202-501-5988.

The United States Court of Appeals for Veterans Claims is an equal opportunity employer. All applicants will receive consideration without regard to race, color, age, sex, religion, marital status, or national origin.