

# UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS

625 Indiana Avenue, N.W., Suite 900

Washington, D.C. 20004

## POSITION VACANCY ANNOUNCEMENT

**Position:** Admissions Clerk and Secretary to the Clerk of the Court

Court Schedule: CS-09 (equivalent GS-09, salary range including Washington-Baltimore 2023 Locality Pay is \$64,957 to \$84,441).

**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 June 09, 2023.**

**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 that 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 all attorney/non-attorney applications for admission to the bar of the Court; receiving, screening, processing, and recording all law student applications and pro hac vice applications to practice before the Court; processing all requests from attorneys/non-attorneys admitted to the bar of the Court for certificates of good standing and wall certificates, which includes collecting fees, printing certificates, and emailing and/or mailing certificates to respective attorneys/non-attorneys; 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 with the Budget Office.
2. Provides monthly report to the Budget Office of total monies received through Pay.gov and in the mail. Reconciles payments and total applications received.
3. Congressional requests: receives, reviews, processes, and records all Congressional inquiries and drafts responses for the Clerk's signature.
4. 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.
5. 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.
6. Disseminates communications to appropriate managers, peers, Court staff, and external organizations,

and follows up on action items to ensure a comprehensive and coordinated response, where required.

7. Maintains time and attendance for the Clerk's staff when necessary.
8. Circulates/distributes materials to the Clerk's Office and Judges' chambers as appropriate.
9. Maintains the Clerk's calendar, setting appointments as instructed or on own initiative.
10. Arranges travel and prepares travel vouchers for Clerk ensuring that travel policies and procedures are followed.
11. Maintains office reference materials, such as Rules booklets and administrative manuals, bulletins, etc. Maintains membership terms for the Rules Advisory Committee, Admissions and Practice Committee, and Judicial Advisory Committee.
12. Assists with coordinating conferences, meetings, and Court ceremonies, including quarterly recognition events and administrative support for the final day of the National Veterans Law Moot Court Competition held at the Court. Maintains conference room calendar.
13. Acts as back up to Executive Assistant to the Clerk of the Court/Executive Officer (in the absence) for attendance at oral arguments (onsite and remotely), which duties include the following: sets up and breaks down courtroom materials and equipment, coordinates oral argument meeting days and times, maintains oral argument calendar, notifies parties of oral argument schedules, manages pre-oral argument conferences, records minutes of arguments, and ensures responsive communication with IT during arguments.
14. Maintains inventory of Court's courtroom bench supplies and travel oral argument supplies and awards; prepares procurement requests to replenish stock when necessary.
15. Coordinates individual and group tours of Court with organizations. Provides reading materials describing Court history and organization chart.
16. Submits annual Court group membership renewals and new accounts to American Bar Association (ABA).
17. 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.

<b>CS Grade Level</b>	<b>Years of General Experience</b>	<b>Years of Specialized Experience</b>	<b>Total Years of Experience</b>
09	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 that 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 that involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters or who was dealing in a field that involved the use of specialized terminology (such as personnel, finance, banking, or credit firms, etc.).

*Experience with CM/ECF, Microsoft Suite (i.e., Word, Excel, and PowerPoint), and Pay.gov preferred. Court-local software (QUILL) is used as primary database. Training will be provided.*

**Applicant must be flexible with work schedule. Telework is not available for this position, but some telework is an option dependent on the needs of the organization.**

**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 substituted for 2 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](mailto:employment@uscourts.cavc.gov). A copy of the OF-306 is available at [www.uscourts.cavc.gov](http://www.uscourts.cavc.gov) under Employment.

**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.**