

August 30, 2013

**JOB VACANCY**

**POSITION:** Administrative Assistant and Secretary to the Clerk

**DESCRIPTION:** As Administrative Assistant and Secretary to the Clerk, the incumbent is responsible for maintaining the Clerk's records pertaining to the Court's weekly Conferences and informing Chambers and other offices of all changes on the Conference List. The incumbent is also responsible for office management, organizing office workload, screening and sorting mail, preparing draft responses to correspondence, maintaining the Clerk's calendar, scheduling appointments, coordinating arrangements for meetings and conferences, making pertinent travel and transportation arrangements, maintaining records of the status of cases scheduled for the Court's Conferences, and arranging Courtroom seating for guests. The incumbent deals directly with Justices and government executives.

**QUALIFICATIONS:** College degree and at least two years of general administrative experience required, although experience in excess of five years may be substituted for the educational requirements. General secretarial skills and a thorough knowledge of the organization of the Court and Rules of the Court preferred. Ability to work independently, to make mature, sound judgments, and to communicate effectively orally and in writing also required. Employment is subject to the successful completion of a security background check.

**SALARY:** From SCP-10/1 (\$56,857) to SCP-11 (\$62,467 - \$81,204)  
(SCP-12 is the Full Performance Level)

**CLOSING DATE:** September 16, 2013 (close of business)

**TO APPLY, please FAX to the Supreme Court of the United States at 202-479-3076 the following required forms:**

- OF-306 – <http://www.supremecourt.gov/jobs/forms/of306.pdf>
- Resume and Cover Letter

Phone number: 202-479-3404