

November 13, 2014

JOB VACANCY

POSITION: Docketing and Admissions Assistant

OFFICE: Office of the Clerk

DESCRIPTION: As Docketing and Admissions Assistant, the incumbent will assist with the maintenance of the permanent membership records of the Bar of the Court, with internal processing of suspension and disbarment documents, and with supervision of all open court and group admission ceremonies. The incumbent is also responsible for providing support to the Assistant Clerk, Docketing Support, performing docketing duties inclusive of but not limited to: preparing statistical sheets; electronically posting docketing letters, processing lower court records; and advising counsel, the press and the public of procedures and the status of cases before the Court.

QUALIFICATIONS: Two-year college degree or equivalent, one-year of experience in judicial administrative and accounting operations, and one year experience in communicating effectively with senior level federal officials and the public. Working knowledge of the Court organization, internal procedures, and Rules preferred. Ability to work independently and interact tactfully with the Justices, senior officers of the Court, Members of Congress, the press, deans of law schools, attorneys, litigants, and the public is essential. Employment is subject to successful completion of a security background check.

SALARY: SCP-6/1 (\$38,363) to SCP-7 (\$42,631 to \$55,421) (SCP-7 is Full Performance Level)

CLOSING DATE: November 21, 2014 (**close of business**)

TO APPLY, please FAX your Resume, Cover Letter and OF-306 to:

Supreme Court of the United States
1 First Street, NE
Personnel Office, G-3
Washington, DC 20543

Fax number: 202-479-3076

Phone number: 202-479-3404