

UNITED STATES DISTRICT COURT

Western District of North Carolina

Announcement Number: JA 25-07

Position Title: Judicial Assistant to a United States District Court Judge

Grade Level: JSP 7-11

Position Location: Charlotte, North Carolina

Open Date: December 8, 2025

Closing Date: December 22, 2025

Position Overview:

Applications are invited for the position of Judicial Assistant to United States District Judge Susan Rodriguez based in the Charlotte Division of the United States District Court for the Western District of North Carolina. This position is responsible for the day-to-day operations of chambers and performs administrative and legal duties as assigned by the Judge. The ideal candidate will display initiative, good judgment, professionalism, organizational skills, and the ability to multi-task, and will readily adapt to changing priorities and demonstrate strong work ethic.

Representative Duties / Responsibilities:

The Judicial Assistant performs duties and responsibilities which include, but are not limited to, the following:

- Review legal documents as assigned by the judge for completeness and accuracy.
- Compose and prepare correspondence, procedural orders, and documents that may require substantial research or analysis.
- Identify unique matters and undertake special handling requirements.
- Oversee daily operations and maintenance of the office and supporting the chambers' staff as required, including monitoring caseload and deadlines and helping to manage the judge's schedule.
- Manage receipt of law clerk applications, including through the OSCAR website; assist with screening, coordinating interviews, and selection of candidates as requested by the judge. Provide orientation and training to law clerks regarding the judge's style and preferences and court protocols.
- File orders, notices, and opinions in the court's electronic filing system.
- Screen cases for potential conflict and maintain recusal list.
- Arrange the judge's travel itineraries.
- Handle routine office matters, including maintaining office supplies and equipment.

Candidates must also possess the following personal skills and characteristics:

- Excellent interpersonal skills, including the ability to communicate courteously and effectively, both orally and in writing;
- Superior organizational skills, including the ability to work independently on multiple tasks in a high-volume environment;
- A high level of maturity, being responsible and exercising good judgment; and,
- Exceptional integrity and professionalism, including with respect to work product, attitude, and demeanor.

Qualifications

Applicants must be a high school graduate or the equivalent* and must have the following experience:

<u>JSP Grade Level</u>	<u>Years of General Experience</u>	<u>Years of Specialized Experience</u>	<u>Total Years of Experience</u>
JSP Grade 7 - \$51,074	2 Years	2	4
JSP Grade 8 - \$56,562	2	3	5
JSP Grade 9 - \$62,474	2	4	6
JSP Grade 10 - \$68,797	2	5	7
JSP Grade 11 - \$75,587	2	6	8

*High school graduation equivalency may be met by either a Graduate Education Development (GED) or other recognized equivalency certificate.

General Experience:

Progressively responsible general clerical or secretarial experience that provided a good knowledge of office clerical practices such as filing, telephone usage, and typing.

Specialized Experience:

Progressively responsible secretarial experience that involved responsibility as the principal office assistant to a supervisor who was dealing with law-related matters (such as might be found in a law, insurance or real estate office).

Educational Substitutions

- a) Education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of the general experience on the basis of 30 semester (45 quarter) hours equals nine months of experience.
- b) A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably, such degree should have included courses in law, government, public or business administration or related fields.
- c) Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than one full year of study will be credited on a pro-rata basis.

The Judiciary offers several exceptional benefits to its employees. As a Judiciary employee, the successful candidate may be eligible to participate in the following benefits programs:

- Accrued Annual and Sick Leave
- Health Insurance
- Dental and Vision Insurance
- Life Insurance
- 13 Federal Holidays per year
- Flexible Spending Accounts (Medical and Dependent Care)
- Commuter Benefit Program

Additional information about Federal Judiciary benefits and compensation can be found on the United States Courts website career page at: <http://www.uscourts.gov/Careers.aspx>

How to Apply:

Applicants must submit the following;

INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED

- 1) Cover letter and résumé (including day and evening telephone numbers)
- 2) AO78 Application for Federal Judicial Branch Employment – This is located on the court's website at <http://www.ncwd.uscourts.gov/employment>
- 3) Academic transcript
- 4) One (1) unedited writing sample not to exceed five (5) pages
- 5) References or letters of recommendation may be requested at a later date

Complete applications should be submitted via e-mail to hr@ncwd.uscourts.gov. All application materials should be sent as a single PDF document no later than 5:00 PM on December 22, 2025. Please reference Job Announcement # 25-07.

Information for Applicants:

Only qualified applicants satisfying all qualification requirements will be considered for an interview.

Applicants must be U.S. citizens or eligible to work in the United States. Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are considered "at will" positions. Successful employment with the United States Courts is based on acceptable performance. The Court requires employees to adhere to the Code of Conduct for Judiciary Employees which is available upon request.

This is a sensitive position within the Judiciary. The selected candidate will be subject to a criminal history background check and a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed and until the Judicial Officer's appointment is completed.

The United States District Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Judge may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

The Court is not authorized to reimburse travel expenses for interviews or relocations. This position is subject to mandatory electronic direct deposit of salary payments.

The Judiciary is an Equal Employment Opportunity Employer