

UNITED STATES DISTRICT COURT

Western District of North Carolina

United States District Court

Job Announcement Number: 26-05

Position Title: Personal Assistant – Full Time
Temporary – One year term subject to possible renewal annually

Starting Salary: JS 7- JS 11

Position Location: Charlotte, NC (Mostly Remote Work is Available)

Open Date: March 23, 2026

Revised Closing Date: April 3, 2026

The United States District Court for the Western District of North Carolina is accepting applications for a Personal Assistant to a Career Law Clerk.

JOB SUMMARY:

The Personal Assistant will provide administrative support to a Career Law Clerk. This position is eligible for mostly remote work but will be expected to be available for in-person work when needed. The Personal Assistant will work collaboratively with the Career Law Clerk.

REPRESENTATIVE DUTIES:

- Conduct legal research and writing, resulting in memos and draft orders and opinions for the judge
- Typing is done through dictation from the Career Law Clerk
- Process document edits in collaboration with the Career Law Clerk

MINIMUM QUALIFICATIONS

Candidates must be well versed in the Microsoft Office Suite

Must type at least 60 WPM

Be familiar with the legal workplace and legal research tools such as Westlaw and/or Lexis-Nexis

CM/ECF experience is preferred

Prior federal clerkship, work in the federal judiciary, or other legal work is preferred

Minimum qualifications for the following salary ranges are as follows:

JS 7 Step 1: (\$51,585)

1. Completion of the requirement for a bachelor's degree from an accredited college or university, or
2. A paralegal certificate from an accredited paralegal program

JS 8 Step 1: (\$57,128) in addition to meeting the qualifications for JS 7, requires:

1. Six months of progressively responsible experience that is in or closely related to the work of the position that has provided the knowledge, skills and abilities to successfully perform the duties of the position.

JS 9 Step 1: (\$63,098) in addition to meeting the qualifications for JS 7, requires:

1. One year of progressively responsible experience that is in or closely related to the work of the position that has provided the knowledge, skills and abilities to successfully perform the duties of the position.

JS 10 Step 1: (\$69,485) in addition to meeting the qualifications for JS 7, requires:

1. Two years of progressively responsible experience that is in or closely related to the work of the position that has provided the knowledge, skills and abilities to successfully perform the duties of the position.

JS 11 Step 1: (\$76,343) in addition to meeting the qualifications for JS 7, requires:

1. Three years of progressively responsible experience that is in or closely related to the work of the position that has provided the knowledge, skills and abilities to successfully perform the duties of the position; or
2. A juris doctor (JD) from a law school of recognized standing

HOW TO APPLY

Applicants must submit the following:

INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED

- **Cover letter and resume**
- **Completed AO-78, Application for Judicial Branch Federal Employment**
- **A copy of law school transcripts (This only applies to candidate who have a JD)**

Complete applications should be submitted in a single PDF document via e-mail to hr@ncwd.uscourts.gov no later than 5:00 PM on Friday, April 3.

Please reference Job Announcement 26-0r.

INFORMATION FOR APPLICANTS

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. More than one position may be filled from this posting. If a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

BENEFITS The judiciary offers several exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate in the following benefits programs:

Health Insurance

Dental and Vision Insurance

Thrift Savings Plans (Retirement savings plan) with a government matching contribution

Life Insurance

Paid Annual and Sick Leave

13 Federal Holidays per year

Flexible Spending Accounts (Medical and Dependent Care)

Commuter Benefit Program

Long Term Care Insurance

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>

The Western District of North Carolina is an Equal Opportunity Employer

Additional Information

This is a sensitive position within the Judiciary. The successful candidate is hired provisionally, pending the results of an FBI fingerprint and criminal background check. Employees must adhere to the Code of Conduct for Judicial Employees which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

Accepted service appointments are AT WILL and can be terminated with or without cause by the court

Electronic Funds Transfer is mandatory for salary payments

The optional background information questions on the AO78, Application for Federal Judicial Branch Employment, are not required to be answered for this position.