



## United States Court of Appeals for the Eleventh Circuit

### ADMINISTRATIVE SERVICES CLERK

**VACANCY ANNOUNCEMENT #:** 26-2

**LOCATION:** Atlanta, Georgia (On-site)

**APPOINTMENT:** Permanent/Full-Time

**OPEN/CLOSING DATE:** April 29, 2026 – Open Until Filled  
Preference given to applications received by **May 13, 2026.**

**SALARY RANGE: CL 24: \$47,270 – \$76,832**

Starting salary is dependent upon qualifications, experience, and court funds.

#### ABOUT THE COURT

The United States Court of Appeals for the Eleventh Circuit was established by Congress in 1981. The circuit has jurisdiction over federal cases originating in the states of Alabama, Florida, and Georgia. The circuit includes nine district courts with each state divided into Northern, Middle, and Southern Districts.

#### BACKGROUND CHECK

The position of Administrative Services Clerk is a sensitive position. As a condition of employment, the selected candidate must successfully complete a background check. Employment will be considered provisional pending the successful completion of the background check and a favorable suitability determination.

#### POSITION OVERVIEW

The Clerk's Office is seeking an individual looking for a challenging, interesting, and rewarding career in public service to serve as an **Administrative Services Clerk** in the Administration Division. The Administrative Services Clerk receives and reviews incoming court documents for conformity with federal and local rules and performs customer service and cashier duties. Additionally, the incumbent provides technical and administrative support for procurement and attorney services. Some lifting may be required.

#### REPRESENTATIVE DUTIES

##### **Customer service responsibilities:**

- Provide courteous customer service to the public, litigants, and bar, which includes furnishing basic case and procedural information. Act as receptionist. Answer and route calls. Assist the public in the use of computerized databases.
- Receive and process documents for filing. Responsible for ensuring that paper and electronic documents are correctly routed. Check for prior or prohibited filing.
- Identify expedited, emergency, or high-profile matters and notify appropriate staff upon receipt.
- Retrieve files and make copies of records for court personnel, attorneys, and others. Prepare, ship, and retrieve records from the appropriate Federal Records Center.
- Inform customers and others of required fees. Receive payments and issue receipts. Secure payments in cash register. Balance cash drawer at the end of the day.
- Provide sample briefs upon request to assist counsel and litigants in preparing briefs.
- Scan, review, and route documents and records to court personnel, chambers staff, attorneys, and others, as directed.
- Operate a variety of equipment and programs, such as a cash register. Generate and review reports.
- Ensure data quality and processing standards for all transactions are met.

**Procurement responsibilities:**

- Provide procurement support and assistance to the Procurement Specialist and other administrative staff throughout the procurement cycle.
- Gather, develop, and compile data for use in preparation of budget and/or purchase requests.
- Receive deliveries of goods and verify acceptable condition. Compare invoices against purchase orders and/or packing slips for correct type, quantity, and condition.
- Use automated financial management system to record or review information. Maintain financial records and reports.
- Ensure data quality and processing standards for all transactions are met.
- Assist in ensuring that the office equipment of the Clerk's Office is in good operating condition.
- Assist with internal financial assessments and cyclical audits.

**Attorney services responsibilities:**

- Process attorney admissions, bar membership renewal forms, and payments for compliance with court requirements.
- Provide information concerning the attorney application and renewal process for attorneys seeking admission or readmission to the U.S. Court of Appeals for the Eleventh Circuit, in accordance with circuit rules.
- Verify attorneys' authority to practice before the court via the automated attorney roll.
- Prepare admission certificates and other documents. Record and process attorney admission/renewal information in an automated system.
- Ensure data quality and processing standards for all transactions are met.
- Audit and maintain log of bills of costs and respond to inquiries.

**Serve as backup for the CJA Specialist with the following responsibilities:**

- Receive, screen, process, and submit CJA vouchers for payment. Audit vouchers for accuracy prior to submitting for payment approval to proper authorities. Route vouchers to appropriate destinations.
- Ensure that CJA vouchers are properly submitted and entered into information systems.
- Process vouchers as well as motions, requests, and court orders for CJA counsel to attend oral arguments and/or confer with incarcerated clients.
- Process travel authorizations and vouchers in accordance with applicable policies and regulations.
- Assist with special projects and perform other functions within the Clerk's Office or court as assigned.

**QUALIFICATIONS**

Candidates must have a minimum of one year specialized experience.

**GENERAL EXPERIENCE:** Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the position's duties.

**SPECIALIZED EXPERIENCE:** Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures involving the routine use of computer skills, standard office equipment and a variety of applications. Ability to apply a body of rules, regulations, directives or laws. Such experience may be acquired in an appellate or federal court environment, a government agency, as well as elsewhere.

**COURT PREFERRED QUALIFICATIONS:** Experience working in a court environment, particularly federal court, or legal field is preferred.

**WORK SCHEDULE**

The Administrative Services Clerks work schedule is 8:30 AM and 5:00 PM. However, depending upon the needs of the Court, Administrative Services Clerks may be required to work outside of normal business hours on occasion.

## HOW TO APPLY

Qualified applicants interested in this position must submit a **single** PDF containing all of the following:

- Cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources;
- Resume and Federal Judicial Branch Application for Employment (AO78) (Application form is available on <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>);
- Copies of last two performance evaluations or a statement that performance evaluations are unavailable; and
- Names and contact information for three professional references (please note that by submitting the references, the applicant consents to those references being contacted).

Application packages must be emailed to [CO\\_apply@ca11.uscourts.gov](mailto:CO_apply@ca11.uscourts.gov) (please reference “Administrative Services Clerk 26-2” in the subject line). **PLEASE NOTE: APPLICATIONS THAT ARE NOT SUBMITTED AS A SINGLE PDF OR ARE INCOMPLETE MAY NOT RECEIVE FURTHER CONSIDERATION.**

Applicants selected for interviews must travel at their own expense. Applicants will not be reimbursed for travel and relocation expenses. The Court provides reasonable accommodations to applicants with disabilities. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice. Please be aware that due to the volume of applications received, only candidates selected to interview will be contacted.

## ADDITIONAL INFORMATION

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. The position is subject to mandatory Electronic Funds Transfer (direct deposit) for salary payment.

Judicial Branch employees are “at will” employees and, as such, may be terminated with or without cause. It is the policy of the Court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All employees are required to adhere to the “Code of Conduct for Judicial Employees,” [Click here](#) to view.

Judiciary employees are entitled to benefits similar to those of other government employees including paid annual and sick leave, paid holidays, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. (Please see attached employee benefit summary).

## EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

<b>PAID VACATIONS</b>	From 13 to 26 days per year depending on length of federal service.
<b>PAID HOLIDAYS</b>	11 days per year.
<b>SICK LEAVE</b>	13 days per year.
<b>HEALTH INSURANCE</b>	Employees may participate in the Federal Employees Health Benefits Program (FEHBP) and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
<b>DENTAL/VISION INSURANCE</b>	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
<b>LIFE INSURANCE</b>	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
<b>FLEXIBLE BENEFITS</b>	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses, and (2) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes.
<b>LONG-TERM CARE INSURANCE</b>	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community-based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
<b>WITHIN-LEVEL SALARY INCREASES</b>	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
<b>TIME IN SERVICE</b>	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
<b>RETIREMENT</b>	Newly hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.
<b>PUBLIC SERVICE LOAN FORGIVENESS EMPLOYEES</b>	Available for those that qualify for forgiveness of the remaining balance due on their eligible federal student loans while employed full time.
<b>EMPLOYEE ASSISTANCE PROGRAM (EAP) AND WORK/LIFE SERVICES PROGRAM</b>	<p>EAP offers Judiciary employees, and their family members free counseling services, financial assistance, and basic legal services. These services are confidential and are provided by licensed professionals.</p> <p>The Work/Life Services Program (WorkLife4You) offers Judiciary employees, and their family members expert guidance, educational information, personalized referrals, and access to a vast array of interactive tools to assist with managing daily responsibilities and life events.</p>

(revised 10/2021)