

**Vacancy Announcement**  
**Program Assistant (temporary one-year position)**  
Office of International Judicial Relations  
Federal Judicial Center  
Washington, DC 20002-8003

The Federal Judicial Center is the federal courts' agency for research and continuing education. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. Its basic policies are determined by a nine-member board, chaired by the Chief Justice of the United States.

Under the direction of the designated supervisor, the incumbent acts as program assistant for the International Judicial Relations Office (IJR), and is responsible for the administrative, technical, and support functions associated with IJR's various educational programs and research projects.

The Center's International Judicial Relations Office coordinates informational briefings for visiting foreign delegations and provides materials about the U.S. judicial system and the work of the FJC. IJR also works to inform federal judicial personnel of developments in international law and foreign court systems that may affect their work.

The position also provides administrative support to the Center's Director and Deputy Director's offices.

**Major Duties and Responsibilities**

- Assist with hosting visiting foreign delegations, including but not limited to coordinating logistics with host organizations; editing briefing materials; copying and collating program materials; researching foreign law, procedure and judicial practice; greeting and escorting foreign delegations within the Thurgood Marshall Federal Judiciary Building; managing all aspects of meeting preparation; providing administrative support during meetings;
- Maintain databases and spreadsheets, including the Center's foreign and international contacts, briefing statistics, as well as materials on topics of interest to both foreign and U.S. judges;
- Manage program schedules for Visiting Foreign Judicial Fellows and provide administrative support, as needed;
- Draft correspondence and prepare accompanying materials;
- Assist with preparation for foreign exchange programs whereby U.S. judges travel to foreign countries to provide judicial training or similar assistance or the FJC hosts a visiting judge from abroad;
- Assist with legal research for FJC judicial education and publications in the fields of international law and transnational litigation;
- Assist Director of IJR with standard administrative tasks such as filing, copying, word processing, preparation of mailings, binding materials, etc.
- Develop and edit text for IJR webpage;
- Provide, as required, administrative and secretarial support for the FJC's Director and Deputy Director.

**Qualifications**

- Bachelor's degree
- Excellent organizational and administrative skills
- Keen attention to detail
- Strong oral and written communication skills
- Strong research skills
- High levels of self-motivation
- Ability to work independently
- Willingness to carry out administrative work on a regular basis
- Proficiency with Microsoft Word, Excel, and PowerPoint; Adobe Acrobat; Lexis-Nexis or Westlaw (preferred)

**Salary and Benefits**

This is a temporary, one-year position with the possibility of extension at the Center's discretion. The FJC uses a payband compensation system. This position falls in the Center's payband II and has a starting salary range of \$38,513–\$40,439, based upon the successful candidate's qualifications, experience and current salary.

A civil service rating is not required. The position does not carry the tenure rights of positions in the competitive civil service and has a one-year probationary period. Federal government benefits are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses.

The Federal Judicial Center is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center and a health fitness facility for its tenants.

**Application Procedures**

In a cover letter referring to Announcement #09-11T, please indicate specifically how you satisfy all of the qualifications listed above. Applications without the required cover letter or with cover letters that do not address the qualifications will not be considered. Along with the cover letter, please include a current resume.

All applications should be directed to:

Federal Judicial Center  
ATTN: Human Resources Office, Room 6-190  
(Announcement #09-11T)  
One Columbus Circle, NE  
Washington, DC 20002-8003

When applying, please refer to Announcement #09-11T. Because this vacancy will only remain open until filled, applications should be submitted as soon as possible. A start date in late November is strongly preferred but the FJC will consider applicants who may not be able to begin work full-time until early January.

**The Federal Judicial Center Is an Equal Opportunity Employer**