

**Judicial Assistant to the Honorable  
Sidney R. Thomas, U.S. Circuit Judge  
\$55,328 - \$96,116 (JS 8 – JS 11)  
Billings, Montana**



## **Position Overview**

The Judicial Assistant (JA) is a permanent staff member in the Judge's chambers. The successful candidate will have exceptional attention to detail, a professional demeanor and positive attitude, excellent organizational skills, the initiative and discretion to ensure smooth running of the chambers with minimal daily direction from the Judge, strong oral and written communication skills, and the ability to maintain the operation of the Judge's Chambers with four term law clerks who turn over annually. This is a full-time, in-office position.

The JA's duties include administrative management of the chambers; receiving and assisting visitors; answering and screening phone calls; assisting the Judge in the daily activities of the office and other assignments; maintaining electronic case files and database; monitoring email; managing travel arrangements and preparing travel expense reports; regular monitoring and scheduling of the Judge's calendar; preparing correspondence, annual reports and disclosures; library filing and maintenance; supply procurement; and coordinating with the Clerk's office, IT staff, and other court departments. These duties include oversight of the physical chambers space and coordinating with GSA and the landlord on maintenance of Chambers.

The JA is also responsible for the administrative aspects of preparing the Judge for oral argument calendars. These duties include management of case files, acquiring and returning court records, tracking critical deadlines, and filing court documents.

## **Required Qualifications**

- Associate degree.
- Bachelor's degree from an accredited college or university preferred but not required.
- Must possess a strong legal, administrative or paralegal background, or equivalent skills. Excellent command of both written and spoken English grammar and spelling.
- Excellent organization, communication, and administrative skills.
- Computer proficiency with word processing, Outlook, Adobe, and database maintenance.

- Proficiency with making travel arrangements and submitting expense reports, using some legal terminology, or the ability to acquire these skills.
- Ability to work collegially in a small working environment.
- Demonstrated initiative, integrity, character, good judgment, tact, and discretion.

**Salary:** Depending on qualifications and experience:

- **For grade JS 8:** 2 years of general work experience, plus 3 years of specialized work experience (legal, paralegal or law office work).\*\*
- **For grade JS 9:** 1 additional year of specialized work experience.\*\*
- **For grade JS 10:** 2 additional years of specialized work experience.\*\*
- **For grade JS 11:** 3 additional years of specialized work experience.\*\*

\*\* A college degree may be substituted for general work experience; legal or paralegal training may be substituted for up to 2 years of specialized work experience.

## Benefits

Time off: 13 days of paid vacation for the first three years, increasing with tenure thereafter, 13 sick days accrued per year, 11 paid holidays.

Benefits:

- Federal pension plan and optional employer-matching Thrift Savings Plan (similar to a 401K).
- Choice of a variety of employer-subsidized federal health and life insurance plans. Optional dental, vision, and long-term care coverage.
- Flexible spending account to pay out-of-pocket health and dependent care expenses with tax-free dollars.

Other perks: Eligibility for Public Service Loan Forgiveness Program; parking; public transit subsidy; and reasonable work hours.

## How to Apply and Required Documents

Please submit a PDF application through the Court's [Career Portal](#) that includes:

- (1) Cover letter.
- (2) Resume.
- (3) Two letters of recommendation or references.

Only complete applications will be considered.

## **Next Steps**

- Priority given to applications received by July 31, 2025.
- Video conference interviews available.
- Position open until filled.

## **Conditions of Employment**

Must be a U.S. Citizen or permanent resident in the process of applying for citizenship. Successful applicants are provisionally hired pending results of background investigation and fingerprinting. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Employees are required to adhere to the [Code of Conduct for Judicial Employees](#). Direct deposit of pay required.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, for any reason including, but not limited to, budgetary issues. Said modifications may occur without prior written or other notice.

## **Equity Focused Employer**

We value diversity and are committed to equity and inclusion in our workplace. The 9<sup>th</sup> Circuit encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.