

OFFICE OF THE CIRCUIT EXECUTIVE

UNITED STATES COURTS OF THE
DISTRICT OF COLUMBIA CIRCUIT

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333 Constitution Avenue, NW
Washington, D.C. 20001

Chief Circuit Mediator Job Announcement Number USCA 17-03

Position Description – The Chief Circuit Mediator manages the mediation programs of the U.S. Court of Appeals for the District of Columbia Circuit, the U.S. District Court for the District of Columbia, and the U.S. Bankruptcy Court for the District of Columbia. The Chief Circuit Mediator selects, trains, advises, and mentors lawyers who serve as volunteer mediators. The Chief Circuit Mediator screens eligible cases for referral to mediation, assigns cases to mediators, conducts mediations, supervises two employees, represents the office within the judiciary, and educates the bar and public about the mediation programs. Located in Washington, D.C., the Chief Circuit Mediator reports to the Circuit Executive and works with the judges of the Courts to carry out the mission of the mediation programs.

Qualifications – Significant experience and expertise in mediation and other ADR processes. Comprehensive understanding of the dynamics, costs, impacts, and strategies of the litigation process. Demonstrated success in program management including continuous evaluation, planning, and execution. Strong customer service orientation with excellent analytical, organizational, interpersonal, and communication skills. Progressively responsible litigation experience in which a substantial portion involved cases in federal trial and appellate courts. A minimum of five years of experience is required to qualify for a JSP 16 or six years of experience to qualify for a JSP 17.

Education – Must have a law degree and be a member in good standing of the bar of a state, territory, the District of Columbia, or a federal court of general jurisdiction.

Salary – JSP 16/17 (\$154,538 - \$205,100) depending on qualifications.

Conditions of Employment – Applicants must be a United States citizen or eligible to work in the United States. Employees of the federal courts are excepted service appointments. Excepted service appointments are “at will” and may be terminated with or without good cause by the Court. The candidate selected for the position will be hired provisionally pending the results of a background investigation. Direct deposit of pay is required.

Application Process – Submit by e-mail to the Circuit Executive’s Office a cover letter, detailed resume with salary history, and a brief statement describing (a) a case you successfully mediated and (b) a case in which the mediation did not result in a settlement. Email a single PDF attachment containing all documents to VacancyChiefCircuitMediator@cadc.uscourts.gov with the job announcement number in the subject line of the email. Because of the large volume of applications, only those candidates who will be interviewed will be contacted. The application period will be open from March 27 to April 30, 2017.

The Circuit Executive’s Office is an Equal Opportunity Employer.