

OFFICE OF THE CIRCUIT EXECUTIVE

UNITED STATES COURTS OF THE
DISTRICT OF COLUMBIA CIRCUIT

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Washington, D.C. 20001

Circuit Mediator Job Announcement Number USCA 17-07

Position Description – The Circuit Mediator screens eligible cases for referral to mediation, conducts mediations, assigns cases to mediators, trains and advises lawyers who serve as volunteer mediators, and educates the bar and public about 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. Located in Washington, D.C., the Circuit Mediator reports to the Chief Circuit Mediator 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. An understanding of the dynamics, costs, impacts, and strategies of the litigation process. 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 with a minimum of three years of experience to qualify for a CL 30 or four years of experience to qualify for a CL 31.

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 – CL 30/31 (\$89,600 - \$161,900) depending on qualifications. Position may be filled by one full-time employee or shared by two part-time employees.

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, and a brief statement discussing (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 VacancyCircuitMediator@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 September 6 to October 6, 2017.

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