

# UNITED STATES COURT OF APPEALS

District of Columbia Circuit  
333 Constitution Avenue, NW  
Washington, D.C. 20001

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| <b>Position Title:</b>      | <b>Circuit Executive</b>  |
| <b>Announcement Number:</b> | <b>USCA-24-12</b>   |
| <b>Salary:</b>              | <b>\$243,300</b>  |
| <b>Position Location:</b>   | <b>Washington, D.C.</b>   |
| <b>Opening Date:</b>        | <b>September 9, 2024</b>  |
| <b>Closing Date:</b>        | <b>Open Until Filled</b><br><b>The first date for review of applications is October 11, 2024.</b> |

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## Position Overview

The Circuit Executive is appointed by the Circuit Judicial Council and reports to the Chief Circuit Judge. As secretary of the Circuit Judicial Council, the Circuit Executive serves as the executive officer responsible for implementing Council policies, supporting Council committees, and implementing programs and policies adopted by the Judicial Conference of the United States and Congress.

The Circuit Executive has a number of circuit-wide responsibilities. Under the broad category of program management, the Circuit Executive is responsible for: the judicial conduct and disability program; circuit judicial conferences; the judicial wellness program; emergency planning; space and facility projects; security projects; communication of events, emergencies, and other activities that impact the tenants in the courthouse; mailroom services; and the contract for cafeteria service. Under the category of process management, the Circuit Executive is responsible for: the annual senior judge space and staffing certifications; senior judge designations; bankruptcy judge appointments and reappointments; and federal public defender appointments and reappointments. The Circuit Executive serves as a member of the Workplace Conduct Committee, secretary to the Judicial Wellness Committee, and secretary to the Court Security Committee. Generally, the Circuit Executive provides advice to the Chief Circuit Judge and the Chief District Judge on issues affecting the courts in the circuit.

The Circuit Executive is responsible for a number of administrative functions for the Court of Appeals and circuit offices (Clerk's Office, Legal Division, Circuit Library, and Circuit Mediation Program): Information Technology (IT); courtroom technology; budget management and oversight of appropriated and non-appropriated funds; audits and internal controls; property management; and special events and ceremonies. Generally, the Circuit Executive provides advice to the Chief Circuit Judge on non-case-related administrative matters.

The Circuit Executive serves as a liaison to the Administrative Office of the U.S. Courts, the Federal Judicial Center, federal courts in the D.C. Circuit and other federal courts in the federal judiciary, the General Services Administration, the Federal Protective Service, the U.S. Marshals Service, the local and regional courts, state and local bar associations, civic groups, media, and other public and private groups having an interest in the administration of justice and the federal courts.

### **Qualifications**

Candidates should possess strong analytical, communication, and interpersonal skills; a positive, proactive, and creative approach to managing budgets and solving problems; good judgment and the ability to maintain confidentiality; and a demonstrated skill in leading, motivating, and working with a diverse workforce.

Candidates must have at least 10 years of progressively responsible administrative experience, including at least 5 years of substantial management and leadership experience, preferably in a court, legal, or similar setting. Experience working in federal or state courts or in the federal judiciary is preferred.

### **Education**

A bachelor's degree from an accredited college or university is required. A law degree or an advanced degree in court administration, public administration, or business administration is preferred.

### **Conditions of Employment**

Must be a U.S. citizen or eligible to work in the United States. Employees of the federal judiciary are excepted service appointments. Appointments are "at will" and may be terminated with or without cause by the Court. The candidate selected for the position will be hired provisionally pending the results of a background investigation. The position is subject to the Code of Conduct for Judicial Employees. Direct deposit of pay is required.

### **Benefits**

Federal benefits include paid annual and sick leave, health insurance, life insurance, flexible benefits program, long-term care, retirement benefits, and a tax-deferred savings plan. Additional information about benefits is available at [www.uscourts.gov/career/benefits](http://www.uscourts.gov/career/benefits).

### **Application Process**

Submit by email a cover letter and detailed resume. Email a single PDF attachment containing both documents to [VacancyCircuitExecutive@cadc.uscourts.gov](mailto:VacancyCircuitExecutive@cadc.uscourts.gov) with the vacancy 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 position is open until filled. The first cut-off date for review of applications is October 11, 2024.

**The United States Court of Appeals for the District of Columbia Circuit is an Equal Opportunity Employer.**