

# UNITED STATES COURTS FIFTH JUDICIAL CIRCUIT



Announcement # 06262019

<b>Position Title:</b>	Circuit Mediator
<b>Location:</b>	Circuit Mediation and Judicial Support Office, New Orleans, Louisiana
<b>Salary Range/Grade:</b>	CL-30 (\$83,834 – \$136,302). *With promotion potential to a CL 31
<b>Closing Date:</b>	Applications will be considered as soon as received and will continue to be considered until the position is filled.

## **Overview:**

The U.S. Courts, Fifth Judicial Circuit, consisting of the federal courts in Texas, Louisiana, and Mississippi, is the second largest circuit in the federal system. The Circuit Mediation and Judicial Support Office (“CMJSO”) invites applications from qualified person for the position of Circuit Mediator. The CMJSO facilitates settlement discussions among parties and their counsel in a wide range of civil cases, including civil rights, employment, admiralty, personal injury, insurance, intellectual property, contracts, and environmental matters. The CMJSO also assists the Chief Judge and the Fifth Circuit in matters of judicial conduct and disability, attorney discipline, Criminal Justice Act fee voucher review, case budgeting, and pro bono representation. The office includes the Chief Circuit Mediator, two Circuit Mediators, a Circuit Case Budgeting Attorney, and three Administrative Attorneys.

## **Representative Duties:**

**Mediation:** Circuit Mediators conduct conference calls with counsel to explore settlement potential. If the parties are interested in working toward resolution, the mediators devise a settlement process that meets the needs of the participants. In some cases, in-person mediation is conducted; in others, all settlement work is telephonic and may continue over weeks or months. Circuit Mediators facilitate negotiations, manage conflict, and promote the parties’ understanding of the legal, practical, personal, and financial ramifications of litigation. Even if a case is not settled, the Circuit Mediators may help the parties narrow the issues to be presented on appeal.

**Judicial Conduct:** The person filling this position will be expected (10%-20% of time) to assist the Chief Judge and Chief Circuit Mediator in reviewing significant complaints of judicial misconduct or disability.

The process is governed by 28 U.S.C. § 352 et seq. and the Rules for Judicial-Conduct and Judicial-Disability Proceedings.

Overall office functions: Our seven-person office functions collaboratively, and all team members may be called on to contribute with respect to any of our roles. The office has no secretarial or clerical employees, and the duties of the position may therefore include tasks that would not ordinarily be assigned to an attorney.

**Qualifications:**

The applicant shall:

- \* Be able to communicate effectively, orally and in writing, at the highest professional level.
- \* Possess superior analytical skills, including the ability to quickly synthesize complex legal and business issues as well as interpersonal dynamics
- \* Possess strong emotional intelligence and empathy, including excellent listening skills.
- \* Be able to relate effectively to a broad array of people, including those with different temperaments, occupations, and life experiences. The applicant should be comfortable managing conflict and working with parties who may be intensely emotional.
- \* Demonstrate the capacity to exercise excellent judgment and discretion, maintain confidentiality, and work independently in a collaborative court environment.
- \* Demonstrate responsiveness, reliability, and flexibility both in substantive work and as a team member.

**Requirements:**

- \* J.D. degree from ABA-approved law school.
- \* Active admission to practice before the highest court of any U.S. state, commonwealth, territory, or possession.
- \* At least eight years of post-law school experience, ten years preferred, a substantial portion of which must have involved litigation or appellate work, preferably in federal courts.
- \* Formal mediation training and experience as a mediator strongly preferred.
- \* Thorough knowledge of civil litigation and the Federal Rules of Civil and Appellate Procedure.

**Application Procedure:**

Qualified applicants should submit a cover letter, resume, salary history, and answers to the Supplemental Questionnaire (see below), as readily accessible attachments (.pdf preferred), to Vikram Chandhok, Chief Circuit Mediator, at [newvacancy@ca5.uscourts.gov](mailto:newvacancy@ca5.uscourts.gov)

### **Supplemental Questionnaire:**

1. What is interesting to you about this position?
2. Describe your experience as a mediator, negotiator, or advocate in a mediation process and how the experience has prepared you for this position.
3. Describe a particularly satisfying mediation or negotiation.
4. How would the participants in one of your mediations or negotiations describe you? What would they say are your strengths and challenges?

### **Information for Applicants:**

- Only qualified applicants who submit complete applications will be considered for this position.
- Applicants must be United States citizens or [otherwise eligible to work in the federal court system](#).
- The court provides reasonable accommodations to applicants with disabilities.
- Funding is not available to support interviewee travel or relocation expenses.
- The selected applicant must provide educational transcripts and may undergo a technical skills evaluation.
- A background investigation, including fingerprint and records check, will be conducted as a condition of employment.
- All employees of the Judiciary are “at will” employees in the excepted service.
- The position is subject to mandatory electronic funds transfer for payment of salary.
- The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position, any of which actions may occur without any prior written or other notice.
- The United States Courts, Fifth Judicial Circuit, is an Equal Opportunity Employer.

### **Benefits:**

The [fringe benefits](#) offered to employees of the United States Courts include:

- 13 days paid annual leave per year for the first three years of service.
- 20 days paid annual leave per year after three years of service.
- 26 days paid annual leave per year after 15 years of service.
- 13 days paid sick leave accrued per year.
- 10 paid holidays per year, plus Mardi Gras day.
- Choice of medical, dental, and vision coverage from a wide variety of plans.
- Life, long-term disability, and long-term care insurance options.
- Participation in the Federal Employees Retirement System.
- Participation in the Thrift Savings Plan (similar to 401k, with matching \$).
- Pre-tax flexible spending accounts (medical and dependent care).
- Transit/Parking subsidy (subject to the availability of funds).