

UNITED STATES COURTS FIFTH JUDICIAL CIRCUIT



Announcement #111621

Position Title:	DEPUTY CIRCUIT EXECUTIVE
Location:	Circuit Executive's Office, Fifth Circuit, New Orleans, Louisiana
Salary Range/Grade:	JSP 16 (\$150,212 - \$183,300 depending upon qualifications)
Closing Date:	Open Until Filled (priority given to applications received by December 1, 2021)
Projected Start Date:	January 3, 2022

The Office of the Circuit Executive for the Fifth Circuit is accepting applications for the position of Deputy Circuit Executive. To apply, please email a cover letter, resume, and salary history, **as a single PDF attachment**, to vacancy@ca5.uscourts.gov.

Position Overview

The Deputy Circuit Executive is a senior-level management position reporting directly to the Circuit Executive, exercising broad supervisory and administrative responsibility of the Office of the Circuit Executive, and acting for the Circuit Executive in her absence. Major responsibilities include assisting the Circuit Executive in the exercise of all duties outlined in 28 U.S.C. § 332(e).

Representative Duties

- Manages the major functions of the Circuit Executive's Office, including human resources, property control, special events and projects, security, budget and finance, judges' furniture and furnishings, training, meeting arrangements, and emergency preparedness.
- Supervises a diverse group of professionals and upper-level managers.
- Manages the Judiciary's circuit-wide space and facilities program in a three-state area, including providing accommodations, architectural services, space planning, and interior design services, working closely with the General Services Administration.
- Directs the information technology program and resources of the Court of Appeals and provides staff support circuit-wide in the courts' wide area network.
- Monitors the preparation and administration of appropriated and non-appropriated budgets, certifies payment of court obligations, and serves as a contracting officer.
- Oversees the planning and coordination of the Judicial Conference of the Fifth Circuit and other court-related events.
- Supports all non-judicial activities of the Court of Appeals, the Council and its Committees, and the Chief Judge.

- Conducts studies relating to the business of the courts within the circuit and prepares findings for the Court, Council, the Chief Judge, and other parties.
- Provides full staff support and policy development to all activities of the Council and its Committees, including preparing the Council's meeting agenda and minutes.
- Provides analytical services.
- Researches and analyzes statutes, policies, and regulations governing a wide range of issues, including government fiscal and procurement law, canons of ethical behavior, human resources matters, and judiciary practices and procedures.
- Prepares written memoranda, policies, reports, and manuals for wide distribution.

Qualifications

Applicants must possess a minimum of six years of progressively responsible administrative experience in public service or business and have a thorough understanding of organizational, procedural, and human aspects in managing an organization. At least three years of experience must have been in a position of substantial management responsibility.

- Undergraduate degree from a college or university of recognized standing.
- A Juris Doctor degree from an ABA approved law school.
- Substantial experience in court administration, preferably at the federal level.
- Understanding of the infrastructure, organization, and system of governance in the federal court system.
- Knowledge of information technology networks and their application in a decentralized court environment.
- Strong analytical and statistical skills.
- Polished written and oral communication skills; strong interpersonal skills.
- Creativity and initiative.
- Ability to undertake recurring overnight travel.
- Commitment to the betterment of judicial administration in times of fiscal restraint.

Conditions of Employment

U.S. citizenship is required. Positions with the U.S. Courts are excepted service appointments, or “*at will*.” The initial appointment is provisional and contingent upon satisfactory completion of a background investigation. Direct deposit of pay required.

Benefits

Although not civil service employees, federal court employees share in most of the federal fringe benefit programs, including paid leave, holidays, health insurance, life insurance, federal retirement, long-term care insurance, vision and dental insurance, and the Thrift Savings Plan (similar to a 401(k) plan).

Fifth Circuit Profile

The Fifth Circuit is composed of the Court of Appeals, headquartered in New Orleans, and nine judicial districts in the states of Texas, Louisiana, and Mississippi. With approximately 236 judges and more than 3,000 judicial support staff, the Fifth Circuit represents the second largest circuit (both in case filings and authorized judgeships) in the federal system. The Circuit Executive’s Office, created by statute in 1971, has 30 encumbered staffing positions.

*The Fifth Circuit is an Equal Opportunity Employer.
Funding is not available to support interviewee travel.*