

Office of the Circuit Executive
United States Courts
for the
District of Columbia Circuit

Elizabeth H. Haret
Circuit Executive
(202) 216-7340
(202) 273-0331 Fax

Room 4726
F. Barrett Prettyman United States Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001

CHIEF CIRCUIT MEDIATOR

Vacancy Announcement Number USCA 08-05

Position Description - The Chief Circuit Mediator manages mediation programs to serve the U.S. Court of Appeals for the District of Columbia Circuit and the U.S. District Court for the District of Columbia. The Chief Circuit Mediator selects, trains, advises, and mentors panels of distinguished lawyers who serve as volunteer mediators for the programs. The Chief Circuit Mediator also conducts mediations, represents the program to the public, and supervises the program's professional and support staff. This position is under the supervision of the Circuit Executive and works with the judges of the courts to continually improve the programs.

Qualifications - Significant training and experience in mediation. Comprehensive understanding of the dynamics, costs, impacts, and strategies of the litigation process. Strong service orientation with excellent analytical, organizational, interpersonal, and communication skills. Must also have a minimum of five years of progressively responsible litigation experience, a substantial portion of which involved cases in federal trial and appellate courts. Litigation experience with Federal entities is preferred. Demonstrated success in program management including continuous evaluation, planning, and execution is also preferred.

Education - Must have a law degree from a law school accredited by the American Bar Association and be a member in good standing of the bar of a state, territory, the District of Columbia, the Commonwealth of Puerto Rico, or a federal court of general jurisdiction.

Salary - JSP 15/16 (up to \$158,500) depending on qualifications.

Application Process - Submit via an attachment to an e-mail a cover letter, resume with salary history, and a brief statement discussing a case you successfully mediated and a case in which the mediation did not result in a settlement, to Steven Gallagher, Deputy Circuit Executive, at : Steven_Gallagher@cadc.uscourts.gov. A single pdf document is preferred but a single WordPerfect or Word document is acceptable.

Vacancy announcement open until filled.