

# UNITED STATES COURT OF APPEALS

District of Columbia Circuit

MARK J. LANGER  
Clerk of Court



E. Barrett Prettyman U.S. Courthouse  
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Washington, D.C. 20001-2866  
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**Position Title:** OPERATIONS MANAGER  
**Announcement No.:** USCA-10-03  
**Salary Range:** \$59,877 - \$136,782 (CL 28 - CL 30), *depending on qualifications.*  
**Position Location:** Washington, D.C.  
**Opening Date:** April 15, 2010  
**Closing Date:** OPEN UNTIL FILLED

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*The Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, offers an opportunity for a highly motivated individual with a strong work ethic to launch or continue a career in public service. Our prestigious environment offers challenging and rewarding work, and the potential for advancement.*

**POSITION SUMMARY:** This is a senior-level management position in the Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit. The incumbent provides administrative and technical oversight of the Operations Division. The incumbent exercises a high degree of independent judgment and is responsible for planning, directing, organizing, and coordinating the work of the unit. ***Expected start date is summer 2010.***

**RESPONSIBILITIES:** The incumbent oversees all aspects of case administration, opinion processing, case calendaring, quality control, staff training, and post-dispositional matters. Recommends selection, promotion, discipline, and termination of employees; addresses and resolves employee grievances; and sets performance standards, facilitates employee development, and evaluates performance. Oversees management of emergency matters; responds to chambers' inquiries; analyzes policies and procedures and makes recommendations for improvement. Works with legal and operations staff to ascertain the effect of new laws and rules on current practices and procedures. Coordinates with legal and operations staff in the review and disposition of certain motions. Compiles and presents statistical information and reports. Establishes priorities for, and distributes, workload to meet the operational requirements of the office.

**QUALIFICATIONS:** Tact, sound judgment, flexibility, leadership skills, and the ability to handle a high volume of work and establish priorities are essential. Must have experience in developing and fostering the interpersonal work relationships needed in a team of employees. Must have extensive experience with multiple automated office

systems. Applicant must be able to effectively communicate (orally and in writing) with judges and their staffs. Previous experience with quality control, court management, and the court's Case Management/Electronic Case Filing system is highly desirable.

Applicants must at a minimum have a high school diploma or the equivalent. A bachelor's or associate's degree is preferred. Applicants must also have at least three years of specialized experience. Specialized experience is progressively responsible professional or supervisory experience that is closely related to the work of the position.

Minimally, at least one year of experience at or equivalent to that of a grade level 27 on the judicial scale is required. Salary is determined by work experience, pay history, and previous federal government experience.

**TERMS:** The first year of employment is considered a probationary period. The position is full-time.

**REQUIREMENTS:** Because the D.C. Circuit entertains a large number of high-profile and classified cases, employees are subject to strict confidentiality requirements.

**In addition, your continued employment is contingent upon the satisfactory completion of both a background records check and a full background investigation for a security clearance.**

**BENEFITS:** The Court offers a number of exceptional benefits to its employees. The E. Barrett Prettyman Courthouse in Washington, D.C. has an on-site fitness center, health unit, credit union, and cafeteria. Located next to the Capitol, the Courthouse is accessible by public transportation including Metro and the MARC and VRE commuter trains. As a Court employee, you may be eligible to participate in the following benefits programs:

**Health Insurance** - The Federal Employees Health Benefits (FEHB) Program offers over 100 optional plans. FEHB offers Fee-For-Service, Health Maintenance Organization, and Health Savings Account plans to meet individual health needs. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

**Life Insurance** - The Federal Employees' Group Life Insurance Program offers basic life insurance plus three types of optional insurance. For additional information visit: <http://www.opm.gov/insure/life/index.asp>

**Retirement Program** - Court employees are covered by the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS). Almost all new employees are automatically covered by FERS which is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, and the Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

**Thrift Savings Plan** - The Thrift Savings Plan is a retirement savings and investment plan for Federal employees, similar to the 401(k) plans many private corporations offer their employees. For additional information visit: <http://www.tsp.gov>

**Dental and Vision Insurance** - The Federal Employees Dental and Vision Insurance Program offers supplemental dental and vision benefits available to Federal employees and eligible family members. For additional information visit: <http://www.benefeds.com>

**Judiciary Long-Term Care Insurance Program** - The Judiciary's Long-Term Care Program administered by CNA provides long term care insurance for Judiciary employees and their parents, parents-in-law, stepparents, spouses, and adult children.

**Leave** - The Federal leave program offers exceptional time off benefits, including annual leave, sick leave, a leave sharing program, family-friendly leave policies, and 10 paid holidays per year.

**Flexible Spending Accounts** - The Judiciary's Flexible Spending Accounts Program allows employees to pay for certain health and dependent care expenses with pre-tax dollars.

**Transit Benefit Program** – The Transit Benefit Program allows eligible employees to defray commuting costs by providing a tax-free transit benefit for employees who use qualifying public transportation. The Court's proximity to several Metro line stops and Union Station makes this an excellent commuting location.

**Telework** – The Court's Telework Policy allows some employees to work from home on a recurring or situational basis.

**TO APPLY:** Send cover letter and résumé to either [Vacancy\\_Clerk@cadc.uscourts.gov](mailto:Vacancy_Clerk@cadc.uscourts.gov) with the Job Announcement Number (USCA-10-03) appearing in the subject line or to the following address:

U.S. Court of Appeals for the D.C. Circuit  
333 Constitution Avenue, N.W., Room 5534  
Washington, D.C. 20001-2866  
Attn: Valory Miller, Personnel Specialist  
Announcement # USCA-10-03

Interviews will begin immediately. Due to the large volume of applications, the court will send a letter regarding the status of an application only to those candidates scheduled for interviews.

Applicants must be United States citizens or eligible to work for the United States government. All positions in the Clerk's Office are excepted appointments and are "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. Selected applicants will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.