

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

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Washington, D.C. 20001

Space and Facilities Specialist
Announcement Number USCA-09-04

Position Description - The Office of the Circuit Executive for the D.C. Circuit is accepting applications for the position of Space and Facilities Specialist. This position coordinates administrative, technical, and professional work related to day-to-day building management issues and space and facilities projects. This is a full-time position located in Washington, D.C.

Qualifications - Candidates must show experience that demonstrates the ability to: (1) manage space and facilities projects and coordinate facilities management issues; (2) apply a body of regulations, procedures, or policies accurately and consistently; (3) effectively communicate with others both verbally and in writing; (4) show attention to detail, organizational skills, and the ability to manage multiple tasks; and (5) be flexible, work well under pressure, and maintain a positive attitude.

Experience - A minimum of two years of specialized experience that demonstrates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of this position is required.

Education - A high school diploma or equivalent is required.

Salary - CL 26 (\$44,403 to \$72,175) depending on qualifications.

Conditions of Employment - Applicants must be a United States citizen or eligible to work in the United States. Employees of the federal courts are excepted service appointments. Excepted service appointments are "at will" and may be terminated with or without good cause by the court. The candidate selected for the position will be hired provisionally pending the results of a background investigation. Employees are required to use the Electronic Fund Transfer (ETF) for payroll deposit. The federal courts are Equal Employment Opportunity Employers.

Announcement Dates - Opens December 4, 2009, and is open until filled.

Application Process - Submit cover letter and detailed resume to Office of the Circuit Executive at vacancy@cadc.uscourts.gov. The job announcement number must appear in the subject line. A single pdf attachment is required. Because of the large volume of applications, only those candidates who will be interviewed will be contacted.