

# OFFICE OF THE CIRCUIT EXECUTIVE

UNITED STATES COURTS OF THE  
DISTRICT OF COLUMBIA CIRCUIT

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## **Assistant Circuit Executive for Administration CL 30**

### **Job Announcement Number USCA-15-15**

**Position Description** - The incumbent works in the Office of the Circuit Executive located in Washington, D.C. and performs professional-level work related to multiple administrative functions including: budget, human resources, audits, space and facilities, procurement, accountable property management, conferences, special events, court committees, and support of the work of the Circuit Judicial Council.

**Qualifications** - Candidates must possess: (1) a thorough knowledge of the budget process and an understanding of internal controls and audit compliance; (2) the ability to apply a body of rules, regulations, procedures, or policies accurately and consistently; (3) excellent analytical skills and a high level of attention to detail; (4) a thorough knowledge of and skill in using automated systems; (5) the ability to handle multiple tasks simultaneously; (6) excellent time management and organizational skills; and (7) excellent written and verbal communication skills. A professional, personable, patient, and service-oriented demeanor is essential to the success of this position.

**Experience** - A minimum of two years of specialized experience, including at least one year equivalent to work at the CL 29, that demonstrates the possession of the particular knowledge and skills needed to perform the duties of this position as described above is required. Federal court experience is desirable but not required.

**Education** - High school diploma or equivalent is required. A Bachelor's degree is preferred.

**Salary** - CL 30 (\$85,860 - \$139,523) 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. Direct deposit of pay is required.

**Application Process** - Submit a cover letter and detailed resume to the Circuit Executive's Office to Elizabeth\_Paret@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. The application period will be open from November 6, 2015, through November 27, 2015.

**The Circuit Executive's Office is an Equal Opportunity Employer.**