

OFFICE OF THE CIRCUIT EXECUTIVE  
UNITED STATES COURTS OF THE  
DISTRICT OF COLUMBIA CIRCUIT

Elizabeth H. Paret  
Circuit Executive

333 Constitution Avenue, NW  
Washington, D.C. 20001

**Space and Facilities Specialist**  
**CL 26-28**

**Job Announcement Number USCA-15-17**

**Position Description** - The incumbent works in the Office of the Circuit Executive located in Washington, D.C. and coordinates administrative, technical, and professional work related to day-to-day space and facilities issues and construction projects.

**Qualifications** - Candidates must show experience that demonstrates the ability to: (1) manage construction and maintenance projects and coordinate day-to-day space and facilities issues; (2) apply a body of rules, regulations, procedures, or policies accurately and consistently; (3) use automated systems; (4) handle multiple tasks simultaneously; and (5) effectively communicate with others verbally and in writing. 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 25, CL 26, or CL 27, 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 in engineering, architecture, interior design, or a related field is preferred.

**Salary** - CL 26-28 (\$46,402 - \$99,319) 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 [VacancySpaceSpecialist@cadc.uscourts.gov](mailto:VacancySpaceSpecialist@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 December 1, 2015, through December 31, 2015.

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