

## OFFICE OF THE CIRCUIT EXECUTIVE

UNITED STATES COURTS OF THE  
DISTRICT OF COLUMBIA CIRCUIT

### **Assistant Circuit Executive for Administration**

**Job Announcement Number USCA-23-14**

**November 13, 2023**

**Position Description** – The incumbent works in the Office of the Circuit Executive and performs professional work related to critical administrative functions including budget, human resources, internal assessments and audits, space and facilities, procurement, property management, conferences, special events, court committees, and support of the work of the Circuit Judicial Council. The position is full time and is located in Washington, D.C. The position is eligible to telework on an ad hoc basis.

**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 attention to detail; (4) a thorough knowledge of and skill in using automated systems; (5) the ability to manage multiple tasks/projects successfully; (6) excellent time management and organizational skills; and (7) excellent written and verbal communication skills. A professional, personable, patient, and service-oriented attitude is essential to the success of this position.

**Experience** – A minimum of four years of general experience and three years of specialized experience, including at least one year equivalent to work at the CL 28, that demonstrates the possession of the 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** – A bachelor's degree from an accredited educational institution is required.

**Salary** – CL 29/30 (\$89,598 - \$172,099) 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.

**Benefits** – Federal benefits include paid vacation and sick leave, health benefits, life insurance, flexible benefits program, long-term care, retirement benefits, and a tax-deferred savings plan. Additional information about benefits is available at [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

**Application Process** – Submit by email a cover letter and detailed resume. Email a single PDF attachment to [VacancyAdminACE@cadc.uscourts.gov](mailto:VacancyAdminACE@cadc.uscourts.gov) with the job announcement number in the subject line. Because of the large volume of applications, only those candidates who will be interviewed will be contacted. Position is open until filled. The first cut-off date for review of applications is November 24, 2023.

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