

MEDIATION PROGRAMS

UNITED STATES COURTS OF THE DISTRICT OF COLUMBIA CIRCUIT

Room 5217
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E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, NW
Washington, D.C. 20001

Administrative Specialist Job Announcement Number USCA-22-11

Opening Date: July 26, 2022

Closing Date: Open until filled, the first cutoff date for review of applications is August 15, 2022

Position Description – The Mediation Programs Office of the D.C. Circuit is accepting applications for the position of Administrative Specialist. The U.S. Courts of the District of Columbia Circuit offer alternative dispute resolution services in selected cases to enable parties in litigation to resolve their cases. The Mediation Programs Office is responsible for program administration, screening eligible cases, overseeing and supporting a volunteer panel of accomplished lawyers who are also trained mediators, assigning cases to mediators, assisting the mediators with video conferencing, and monitoring and evaluating mediation cases. This position provides administrative, clerical, data management, and staff support to the Chief Circuit Mediator and Circuit Mediators to ensure efficient management and operation of the office. This full-time position is located in Washington, D.C. Some work may be done remotely.

Qualifications – Candidates must show experience that demonstrates (1) strong analytical, written and oral communication, time-management, and organizational skills; (2) computer knowledge and skills; and (3) flexibility and the ability to manage multiple tasks, work well under pressure, and maintain a positive attitude. The successful applicant must be able to work with minimal supervision while maintaining a high level of productivity. Good judgment, professionalism in all communications, the ability to apply concepts to determine what action needs to be taken, and careful proofreading skills are essential.

Education and Experience – Candidates must have a bachelor's degree. A master's degree is preferred. For the higher grade, a minimum of two years of specialized experience that demonstrates the skills required to perform the duties of the position. Preferred experience includes, case management, conflict resolution skills, database development and management, working in a legal environment, Microsoft Office365 and Teams, and Zoom.

Salary – \$54,548 - \$97,441 (CL 26/27) depending on qualifications, experience, and education.

Conditions of Employment – Applicants must be United States citizens 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. Direct deposit of pay is required. Information about benefits is available at www.uscourts.gov/career/benefits.

Application Process – Email a cover letter and detailed resume as a single PDF attachment (Attn: Human Resources) to VacancyAdministrativeSpecialist@cadc.uscourts.gov. Please include the vacancy announcement number (USCA 22-11) in the subject line. Only those candidates who will be interviewed will be contacted. Interviews will begin immediately. Proof of up-to-date COVID-19 vaccination will be requested of the candidate selected for this position.

The Mediation Programs Office is an Equal Opportunity Employer.