

**MEDIATION PROGRAMS  
UNITED STATES COURTS OF THE  
DISTRICT OF COLUMBIA CIRCUIT**

Room 5217  
202.216.7350

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

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**Announcement Number:** USCA-26-06

**Position Title:** Administrative Specialist

**Salary Range:** \$56,478 - \$101,109 (CL 25/26) depending on qualifications

**Position Location:** Washington, D.C., some work may be done remotely

**Position Type:** Full-time

**Opening Date:** May 5, 2026

**Closing Date:** Open until filled; first cutoff date for review of applications is June 5, 2026

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**Position Description:** The U.S. Courts of the District of Columbia Circuit offer alternative dispute resolution services in selected matters to enable parties in litigation to resolve their cases. This position provides administrative and case management support to the Chief Circuit Mediator, Circuit Mediators, and volunteer mediators. This position is ideal for individuals considering law school, attending law school part-time, or interested in alternative dispute resolution.

**Duties and Responsibilities:** include case management; data inputting, analysis, and management; preparing communications to lawyers and mediators; preparing reports; assisting with video conferencing; preparing and maintaining electronic and paper files; conducting internet research; scheduling and maintaining multiple calendars; coordinating with IT and other court units; and event management and receptionist duties.

**Qualifications:** Candidates must have a bachelor's degree and the ability to work in a busy office. Candidates must show experience that demonstrates:

- strong analytical, interpersonal, organizational, and time-management skills;
- ability to exercise independent judgment, multi-task, work well under pressure, and maintain a positive attitude;
- trustworthiness, discretion, attention to detail, and flexibility;
- excellent oral and written communication skills, including careful proofreading;

- ability to interact effectively and appropriately with mediators, attorneys, litigants, and the public;
- high proficiency in Microsoft Office (including Excel), SharePoint, Power BI, Microsoft Forms, Teams, and Zoom;
- skill and accuracy in database management, data entry, and performing numerical calculations;
- strong interest in learning about the federal judiciary and dispute resolution; and
- the ability to work with minimal supervision while maintaining a high level of productivity and professionalism.

**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. The successful candidate will serve a one-year probationary period. The successful candidate is also subject to a background check and will be considered a provisional employee pending a favorable suitability determination. Direct deposit of pay is required. Employees must adhere to the Code of Conduct and are subject to strict confidentiality requirements.

**Benefits:** Information about benefits is available at [www.uscourts.gov/career/benefits](http://www.uscourts.gov/career/benefits).

**To Apply:** Email a cover letter and detailed resume as a single PDF attachment (Attn: Human Resources) to [VacancyAdministrativeSpecialist@cadc.uscourts.gov](mailto:VacancyAdministrativeSpecialist@cadc.uscourts.gov). Please include the vacancy announcement number (USCA-26-06) in the subject line. Candidates may be asked to complete two short writing tests. Only those candidates who will be interviewed will be contacted. Interviews will begin immediately.

The United States Court of Appeals is an Equal Employment Opportunity employer.