



United States Court of Appeals
Third Circuit

VACANCY ANNOUNCEMENT – 01CE2012

Opening Date: September 4, 2012

POSITION: Circuit Executive

LOCATION: Philadelphia, PA

SALARY: Up to \$174,000 per year (based upon qualifications and experience)

CLOSING DATE: October 3, 2012

POSITION OVERVIEW: The Judicial Council for the Third Circuit seeks applications from qualified persons for the position of Circuit Executive.

The Circuit Executive is appointed by the Third Circuit Judicial Council and serves as Secretary to the Council. Under direction of the Chief Judge, the Circuit Executive provides policy development, administrative and staff support to the Judicial Council, a governing board of 11 federal judges with certain jurisdiction over the federal courts in Pennsylvania, New Jersey, Delaware and the Virgin Islands. The Circuit Executive administers and coordinates non-judicial activities of the Court of Appeals, including human resources services, space and facilities, property control, information technology, special events and projects, conferences, security, and emergency preparedness. The Circuit Executive is responsible for budget/finance and procurement for the Circuit Executive's Office. The Circuit Executive performs other duties outlined in Title 28 of the United States Code at Sections 332 (e) and (f).

The Circuit Executive serves as liaison to the Administrative Office of the U.S. Courts, the Federal Judicial Center, the courts of the various states in which the circuit is located, the U.S. Marshals Service, the General Services Administration, state and local bar associations, civic groups, news media, and other private and public groups having an interest in the administration of the courts.

QUALIFICATION REQUIREMENTS:

Successful candidates must have a minimum of ten years of progressively responsible administrative experience in public service or business which provides a thorough understanding of the organizational, procedural and human aspects of managing an organization. At least five of the ten years experience must have been in a position of substantial management responsibility. Experience in federal courts and a demonstrated record of senior level administrative and management experience are preferred. Strong analytical, communication, and interpersonal skills are required. A JD or LL.B. degree or a postgraduate degree in public, business, judicial administration or related field is preferred.

CONDITIONS OF EMPLOYMENT:

Must be a United States citizen, or must meet the requirements established by current appropriations law. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. The appointment is provisional and contingent upon the satisfactory completion of a background investigation. Direct deposit of pay required.

BENEFITS:

Federal benefits include paid vacation based on years of service and/or experience, paid holidays, sick leave, health and life insurance plans, Federal Employees Retirement System, long-term care insurance, and the Thrift Savings Plan (similar to 401K plan).

APPLICATION INSTRUCTIONS: Submit application, with cover letter and resume outlining educational background, employment, salary history, other relevant information and references, on-line to www.ca3.uscourts.gov or mail to: Circuit Executive's Office, 601 Market Street, Room 22409 U.S. Courthouse, Philadelphia, PA 19106-1790, Attn: Michelle Wulff.

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