

**VACANCY ANNOUNCEMENT
CE 03-0113**

**U.S. COURT OF APPEALS FOR THE THIRD CIRCUIT
Deputy Circuit Executive Type II**

Closing Date: February 8, 2013

Salary: JSP 15 or 16 based upon qualifications and experience
(Min. \$121,337- Max. \$165,300)

POSITION OVERVIEW

The Circuit Executive's Office, United States Court of Appeals for the Third Circuit, located in Philadelphia, Pennsylvania, is accepting applications for the position of Deputy Circuit Executive. This position serves as the Second-in-Command to the Circuit Executive, with full supervisory and administrative responsibility for the Office of the Circuit Executive. The Deputy Circuit Executive reports to and assists the Circuit Executive in providing administrative support to the Chief Judge, the Judicial Council and the courts of the Circuit. The Circuit Executive's Office supports the U.S. Third Circuit Court of Appeals, district courts and bankruptcy courts within the Third Circuit, which includes Pennsylvania, New Jersey, Delaware and the U.S. Virgin Islands.

REPRESENTATIVE DUTIES

- Overall supervision of operational and administrative functions of the Office of the Circuit Executive.
- Serves in an advisory capacity to the Circuit Executive concerning policy matters.
- In the absence of the Circuit Executive, performs all necessary duties related to the Office of the Circuit Executive.
- Oversees the financial operation of the Judicial Council and Court of Appeals. Reviews and evaluates procedures and practices relating to budgeting and financial management, to ensure compliance with the Administrative Office of the United States Courts Guide to Judiciary Policies and Procedures. Formulates and implements cost-effective policies and guidelines for procurement.
- Assists the Circuit Executive as the Secretariat for the Judicial Council and its committees as well as the Court of Appeals and its committees. Conducts research and prepares reports. Develops material for submission to the Council and Court.

QUALIFICATION REQUIREMENTS

Successful candidates must have a minimum of six (6) years of progressively responsible administrative, professional or legal experience, including at least three (3) years specialized experience in a position of substantial management responsibility. Applicant should possess a thorough knowledge of the concepts, principles, policies and theories of management and administrative processes. Experience in the federal judiciary, including familiarity with budget,

fiscal, personnel and information technology issues, are strongly preferred. One year of the required experience must have been at, or equivalent to, the next lower grade in federal service. Successful candidate must have a bachelors degree; an advanced degree in law, management or related field is strongly preferred. Applicant must possess superior writing, analytical, communication and interpersonal skills, as well as demonstrated ability to exercise mature judgement.

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. Employee will be hired provisionally pending the results 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, resume 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.

The U.S. Court of Appeals is an Equal Opportunity Employer.