

***UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT***



**POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO.** CAFC-13-01

**OPEN:** February 20, 2013  
**CLOSE:** March 22, 2013 (or until filled)

**POSITION TITLE:** Circuit Executive/Clerk of Court  
**SALARY:** \$165,300 - \$ 174,000\*

**\*Salary in accordance with current recruitment and promotion policies**

**LOCATION OF POSITION:** United States Court of Appeals  
for the Federal Circuit  
717 Madison Place, N.W.  
Washington, D.C. 20439

The United States Court of Appeals for the Federal Circuit invites applications for the position of Circuit Executive/Clerk of Court. A letter of application, resume outlining educational background, employment history, and other relevant information, and a writing sample of no more than three pages should be submitted no later than March 22, 2013 to:

Circuit Executive/Clerk of Court Search Committee  
Attention: ASO/Human Resources  
United States Court of Appeals for the Federal Circuit  
717 Madison Place, N.W.  
Washington, DC 20439

Application packets may be delivered by mail or via email ([cafcjobs@cafc.uscourts.gov](mailto:cafcjobs@cafc.uscourts.gov)).

**THE COURT**

The United States Court of Appeals for the Federal Circuit was established under Article III of the Constitution on October 1, 1982. The court was formed by the merger of the United States Court of Customs and Patent Appeals and the appellate division of the United States Court of Claims. The court is located in the Howard T. Markey National Courts Building on historic Lafayette Square in Washington, D.C.

The Federal Circuit is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. Appeals to the court

come from all federal district courts, the United States Court of Federal Claims, the United States Court of International Trade, and the United States Court of Appeals for Veterans Claims.

The court also takes appeals of certain administrative agencies' decisions, including the United States Merit Systems Protection Board, the Boards of Contract Appeals, the Board of Patent Appeals and Interferences, and the Trademark Trial and Appeals Board. Decisions of the United States International Trade Commission, the Office of Compliance, an independent agency in the legislative branch, and the Government Accountability Office Personnel Appeals Board, and the Department of Justice Bureau of Justice Assistance also are reviewed by the court.

### **POSITION OVERVIEW**

The Circuit Executive/Clerk of Court is a high level executive position appointed by the Federal Circuit under authority of Section 332 of Title 28 of the United States Code. As the primary court executive and chief administrator serving under the direction of the Chief Judge, the Circuit Executive/Clerk of Court is responsible for leading and directing all of the administrative and operational areas of the court, overseeing the performance of the statutory duties and functions of the Clerk's Office, policy implementation and monitoring, long-range planning, analytical guidance and interpretations, and the resolution of complex issues that have a significant impact on the daily functions of the court.

As certifying officer for the Court, the position is responsible for all non-judicial functions and activities, and through the efforts of senior managers, coordinates budgeting, financial management, procurement, space and facilities, information technology services, human resources management, statistical analyses and reporting resources. The position works closely with other federal courts, the Administrative Office of the United States Courts, various bar associations, governmental agencies, and the public.

Candidates must demonstrate the degree of leadership and interpersonal skills necessary to successfully manage a complex organization; a performance history that demonstrates skills in managing limited resources against multiple demands; the ability to lead with vision; articulate priorities and manage effectively; sustain a high level of organizational excellence; develop and execute strategic planning; foster strong and effective working relationships with judges and other court staff; manage computer systems and operations; integrate current and future technologies; and demonstrable experience in managing a detailed annual budget.

### **QUALIFICATIONS**

Candidates must possess at a minimum, a bachelor's degree in business, public administration, or related legal field from an accredited college or university. A Juris Doctor (JD) degree from an accredited law school is **strongly preferred**.

Candidates must have a minimum of 10 years of progressively responsible administrative experience in public administration or business that provides a thorough understanding of organizational, procedural and human aspects in managing an organization. At least five of the 10 years of experience must have been in a position of substantial leadership and managerial responsibility. The preferred candidate will possess Federal court management or military Judge Advocate General (JAG) management experience.

Educational Equivalent: Postgraduate

A postgraduate degree in public, business or judicial administration from an accredited college or university may be substituted for one year of the required administrative experience.

### **OTHER INFORMATION**

The cover letter should specifically address the applicant's experience that meets the required knowledge, skills, and abilities set out in this vacancy announcement.

Only those applicants selected for an interview will be contacted and must travel at their own expense; except that reimbursement for travel may be available during the final stages of the interview process. Reimbursement for relocation is not available.

The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

#### ***NOTES:***

This is an "Excepted Appointment" and "At Will" position. Federal Government Civil Service classifications or regulations do not apply. As a condition of employment, applicants must successfully complete an FBI Fingerprint and Background Check. This position is subject to EFT (direct deposit of earnings). Must be a U. S. citizen or eligible to work in the United States.

Non-Citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

*The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.*