

**UNITED STATES COURT OF APPEALS  
ELEVENTH CIRCUIT**

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| <b>Position Title:</b>      | <b>ASSISTANT CIRCUIT EXECUTIVE FOR ADMINISTRATION AND INTERNAL OFFICE MANAGEMENT</b> |
| <b>Opening Date:</b>        | <b>October 23, 2009</b>  |
| <b>Closing Date:</b>        | <b>November 13, 2009 or until filled</b>   |
| <b>Salary Range:</b>        | <b>\$79,121 – \$128,628 (CL 30)</b>  |
| <b>Promotion Potential:</b> | <b>\$93,090 – \$151,275 (CL 31)</b>  |

The Office of the Circuit Executive for the Eleventh Judicial Circuit in Atlanta, Georgia, is accepting applications for the position of **Assistant Circuit Executive for Administration and Internal Office Management**. A letter of application with a resume and a self-edited writing sample of no more than three pages should be submitted by **November 13, 2009**, to:

Cheryl Vessels  
Human Resources Manager  
Eleventh Circuit  
United States Court of Appeals  
56 Forsyth Street, NW  
Atlanta, Georgia 30303

**Position Overview:** The Assistant Circuit Executive for Administration and Internal Office Management is an upper-level management position reporting directly to the Deputy Circuit Executive, exercising broad supervisory and administrative responsibility. Major responsibilities include assisting the Circuit Executive in the exercise of duties outlined in Title 28, United States Code, § 332, and those assigned by the Judicial Council and the Court of Appeals; establishing and enforcing operating procedures and standards; directly supervising a staff of five; and managing the day-to-day financial and administrative operations of the Office of the Circuit Executive, including budgeting, procurement, property accountability, personnel management, special events and projects, conferences, and support of judicial officers. The position requires extensive analytical and writing responsibilities.

**Representative Duties:**

Administer nonjudicial activities of the Court of Appeals and internal operations of the Office of the Circuit Executive. Lead, manage, and train assigned staff members. Coordinate staff efforts, comply with project deadlines, and evaluate and memorialize lessons learned during projects and operations.

Develop organizational goals and objectives, including the establishment and adjustment of long range schedules, priorities, and deadlines for completion of work assignments. Assist the Circuit Executive in formulating and implementing policy.

Research, analyze, and synthesize statutes, policies, and regulations governing fiscal and procurement matters, personnel and employment matters, and judiciary practices and procedures. Provide expert opinions regarding acceptable options and best practices. Prepare written memoranda, policies, and manuals.

Develop and manage the budgetary cycle of the Court of Appeals, continually assessing the needs of the court and the Office of the Circuit Executive. Manage a modern accounting system.

Develop and enforce a system of internal controls for the Office of the Circuit Executive, and serve as primary contact for formal audits.

Develop and maintain a responsive office filing system and circuit archives.

Serve as procurement officer for the Office of the Circuit Executive, and property disposal officer for the Court. Maintain the Court Master Personal Property Record.

Plan and coordinate operations and logistics for the biennial circuit judicial conference and special events such as investitures, dedications, and ceremonies. Negotiate contracts, and serve as liaison with hotel, speakers, staff, security, and members of the local bar and host committee for such activities.

Perform other duties as assigned.

### **Qualifications and Requirements:**

A minimum of six years of progressively responsible administrative, professional, or legal experience, including at least three years of substantial management responsibility is required.

An undergraduate degree from an accredited college or university is required. A graduate degree in business, public, or judicial administration, or a law degree is preferred.

Demonstrated, excellent written and oral communications abilities and strong interpersonal and analytical skills are essential. Experience working in a legal or court environment, particularly federal court, is desirable.

The incumbent must manifest the highest degree of professionalism, courtesy, and diplomacy at all times; have excellent managerial and interpersonal skills; excellent computer skills; ability to interpret and apply complex rules and regulations; and unquestionable integrity.

**Conditions of Employment:** The selected candidate will be subject to a background check, and retention depends upon a favorable suitability determination after a ten-year background investigation. The initial investigation will be updated every five years thereafter. All employees of the Judiciary are “at will” employees in the excepted service. The position is subject to mandatory electronic funds transfer for payment of salary. Applicants must be citizens of the United States of America or be eligible to work in the United States.

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## **EMPLOYEE BENEFITS**

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

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| <b>PAID VACATIONS</b>                | From 13 to 26 days per year depending on length of federal service.   |
| <b>PAID HOLIDAYS</b>                 | 10 days per year  |
| <b>SICK LEAVE</b>                    | 13 days per year  |
| <b>HEALTH INSURANCE</b>              | Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.  |
| <b>DENTAL/VISION INSURANCE</b>       | Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.   |
| <b>LIFE INSURANCE</b>                | Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).  |
| <b>FLEXIBLE BENEFITS</b>             | Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.   |
| <b>LONG-TERM CARE INSURANCE</b>      | Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.   |
| <b>WITHIN-LEVEL SALARY INCREASES</b> | Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.  |
| <b>TIME IN SERVICE</b>               | Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.   |
| <b>RETIREMENT</b>                    | Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request. |

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(revised 12/2006)