

UNITED STATES COURTS FIFTH JUDICIAL CIRCUIT



Announcement 2022-03

Position Title:	ASSISTANT CIRCUIT EXECUTIVE FOR COURT ADMINISTRATION
Location:	Circuit Executive's Office, Fifth Circuit, New Orleans, Louisiana
Salary Range:	CL 30 – CL 31 (\$89,210 - \$170,542) Placement is dependent upon background and qualifications.
Closing Date:	June 23, 2022

The Office of the Circuit Executive for the Fifth Circuit is accepting applications for the position of Assistant Circuit Executive (ACE) for Court Administration. To apply, please email a cover letter, resume, and salary history, as a single PDF attachment, to vacancy@ca5.uscourts.gov. Receipt of applications will be acknowledged by email. Following acknowledgement, only those selected for an interview will be contacted.

Position Overview

The Circuit Executive's Office, among other things, provides policy development, administrative, staff, and technical support to the Chief Judge and the Judicial Council of the Fifth Circuit, the United States Court of Appeals for the Fifth Circuit, the district and bankruptcy courts within the circuit, and other court units within the Fifth Circuit. *See* 28 U.S.C. § 332(e).

The ACE for Court Administration is a senior-level position, primarily responsible for assisting the Circuit Executive in managing and monitoring issues related to court administration as assigned by the Chief Circuit Judge and the Judicial Council, which is a governing board of federal judges that oversees the administration of court business in the circuit, district, and bankruptcy courts of the Fifth Circuit. *See* 28 U.S.C. § 332(d)(1). This position provides support to the Chief Circuit Judge, Judicial Council, and all the judges of the Fifth Circuit to ensure that they have the information necessary to make sound decisions regarding court operations. The ACE for Court Administration also provides guidance to Clerks of Court and other court unit executives throughout the circuit regarding the administrative functions of the courts.

Representative Duties

- Serve as advisor to the Circuit Executive documenting matters requiring Judicial Council and circuit court action.
- Serve as primary staff resource and administrative support for the court of appeals and the Judicial Council and its committees.

- Conduct research, analyze alternatives, prepare appropriate recommendations, and identify courses of action on administrative matters to be submitted to the Judicial Council.
- Prepare draft Judicial Council meeting agendas, coordinate and prepare reports for the Judicial Council, and take and prepare minutes of meetings.
- Process amendments to district and bankruptcy court rules, CJA Plans, Court Reporter Management Plans, and Jury Plans.
- Assemble information related to requests for funding of temporary chambers staff in excess of permanent personnel allocations.
- Prepare and assemble materials for circuit court meetings and retreats and take and prepare minutes of circuit court meetings.
- Assemble information related to senior judges' annual certification (under 28 U.S.C. § 371(e)) and their staffing requests.
- Support the preparation and distribution of annual assignment designations within the circuit as provided in 28 U.S.C. § 292(b).
- Provide support to and administer the processes for evaluation, recruitment, and reappointment of bankruptcy judges and federal public defenders. *See* 28 U.S.C. §§ 152(a), 3006A(g)(2)(A). Following documented procedures, work with judges, merit selection panels, and office staff on the preparation of public notices, advertising of vacancies, receipt and routing of applications, coordination of interview appointments, preparation of correspondence to applicants, and preparation of orders of appointment and appointment forms for signature by the Chief Circuit Judge.
- Collect, compile, and analyze statistical data in the preparation of reports for distribution to the Chief Circuit Judge, the Judicial Council, judges and courts of the circuit, the Administrative Office, and committees of the Judicial Conference.
- Prepare and assemble materials in response to biennial judgeship surveys.
- Perform quarterly audit of the financial statements of, and monitor disbursements from, the non-appropriated fund account.
- Respond to direct inquiries from judges and court staff throughout the circuit on a wide variety of subjects related to court administration, including circuit court and Judicial Council policies.
- Collaborate with Clerks of Court (circuit, district, and bankruptcy) and other court unit executives to implement Judicial Council policies and decisions.
- Perform other duties as required.

Qualifications

- Undergraduate degree from a college or university of recognized standing; a Juris Doctor degree from an ABA-accredited law school is strongly preferred.
- Understanding of the infrastructure, organization, and system of governance in the federal court system.
- At least four years of progressively responsible administrative experience; two years of supervisory or management experience is preferred.
- Polished written and oral communication skills; strong interpersonal skills.
- Strong analytical and statistical skills.
- Ability to work independently and in team settings as well as to manage multiple priorities.
- Ability to exercise tact, diplomacy, and sound judgment in communicating with judges, court unit executives, and others.

- Knowledge of and skill in using current information technology applications and capabilities.
- Ability to undertake recurring overnight travel.

Conditions of Employment

U.S. citizenship is required. Positions with the U.S. Courts are excepted service appointments, or “*at will*.” The initial appointment is provisional and contingent upon satisfactory completion of a background investigation. Direct deposit of pay required.

Benefits

Although not civil service employees, federal court employees share in most of the federal fringe benefit programs, including paid leave, holidays, health insurance, life insurance, federal retirement, long-term care insurance, vision and dental insurance, and the Thrift Savings Plan (similar to a 401(k) plan).

Fifth Circuit Profile

The Fifth Circuit is composed of the Court of Appeals, headquartered in New Orleans, and nine judicial districts in the states of Texas, Louisiana, and Mississippi. With approximately 236 judges and more than 3,000 judicial support staff, the Fifth Circuit represents the second largest circuit (both in case filings and authorized judgeships) in the federal system. The Circuit Executive’s Office, created by statute in 1971, has 31 encumbered staffing positions.

*The Fifth Circuit is an Equal Opportunity Employer.
Funding is not available to support interviewee travel.*