



**DAVID CREWS**  
Clerk of Court

**Oxford**  
911 Jackson Ave.  
Oxford, MS 38655

**Aberdeen**  
301 W. Commerce St.  
Aberdeen, MS 39730

**Greenville**  
305 Main St.  
Greenville, MS 38701

[www.msnd.uscourts.gov](http://www.msnd.uscourts.gov)

### **Important Dates**

**Opening Date:**  
June 11, 2024

**Closing Date:**  
July 8, 2024  
or until filled

**Apply to:**

[hr@msnd.uscourts.gov](mailto:hr@msnd.uscourts.gov)

*The U.S. District Court for the  
Northern District of  
Mississippi is an Equal  
Opportunity Employer.*

# **CAREER OPPORTUNITY**

## **UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF MISSISSIPPI**

Position: Architect/Project Manager  
Vacancy #: 24-103  
Classification: CL 29 – CL 30 (\$103,409 to \$158,871 – actual salary to be based on qualifications and experience)  
Location: Oxford, Mississippi  
Appointment: Full-time Limited Term  
(One-year following completion of Courthouse Project)

### **POSITION OVERVIEW**

The United States District Court for the Northern District of Mississippi is hiring an Architect/Project Manager. The incumbent will serve as the Court's principal representative and advocate through completion of the new Greenville Courthouse. Schematic design of this facility is complete. The Architect/Project Manager will ensure the Court's interests and needs are best served through the construction phases, as well as closeout of the project.

The Architect/Project Manager may also be called on to assist with facilities projects at the district's other courthouses in Aberdeen and Oxford. This position reports directly to the District Court Executive and will work closely with other Court staff.

### **REPRESENTATIVE DUTIES**

- Review drawings, specifications, schedules, cost estimates, and other documents to ensure compliance with general project integrity, conformity, and quality. Ensure court requirements are met by the General Services Administration (GSA) and contractors in accordance with the *U.S. Courts Design Guide* and applicable judiciary and court policies.
- Provide technical advice and recommendations to judges and unit executives to assist in defining court design, construction, or renovation needs.
- Direct and assume responsibility for all phases of renovation and alteration projects, including all design and construction aspects through project close-out stages.
- Coordinate efforts of various entities to ensure timely action on accomplishment of successive phases of the work. Conduct periodic meetings with all concerned parties to review progress, discuss problems, and develop solutions. Ensure all concerned parties are advised of requirements, changes, problems, and potential solutions.
- Maintain project log of court actions, desires and preferences related to the project.
- Utilize software developed for computer assisted drawing and similar computer design technology to develop layouts, plans, blueprints, and designs.
- Prepare and present periodic reports on project status and/or funding requirements to judicial officers and unit executives.
- Participate in and coordinate construction and alteration planning. Coordinate scheduling, plan, communicate, and resolve the resultant effects on the court and occupants.
- Act as the court's liaison with the General Services Administration (GSA) and contractors. Ensure the completeness and timeliness of project delivery.
- Make recommendations or determinations regarding deviations from schedule and actions which alter operational characteristics of the project.
- Coordinate project security issues with the U.S. Marshal Service as they relate to court space.
- Oversee and coordinate maintenance and preservation of existing structures, including non-GSA properties.

## BENEFITS:

- Paid Annual & Sick Leave
- 11 Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts

## CONDITIONS OF EMPLOYMENT:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered “at will”.
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

*The U.S. District Court for the Northern District of Mississippi is an Equal Opportunity Employer.*

- Coordinate with General Services Administration (GSA) and other lessors on all rent, space, and other similar tenant issues.
- Attend conferences, training, and meetings as required.
- Serve as a liaison for the Clerk of Court with other agencies, outside vendors and local building management, as required.
- Perform other related duties as assigned or required.

## MINIMUM QUALIFICATIONS

To qualify for the position, the applicant must have a bachelor’s degree from an accredited college or university in architecture or other related field and two years of specialized experience, including progressively responsible experience in all facets of major project development or construction oversight.

The applicant must possess a thorough knowledge of all aspects of building design and construction. A high skill set in the review of architectural plans, project scheduling, change orders, contract disputes, quality control, and site supervision is required. The applicant must be able to analyze complex architectural questions and problems, as well as conduct necessary research of all available sources and provide proposed solutions based on that research.

Exceptional organizational and time management skills are required as well as the ability to handle multiple tasks simultaneously and work under pressure to meet timely deadlines. The position requires excellent interpersonal skills supported by articulate written and verbal communication. A professional, personable, and service-oriented demeanor is essential to success in the position, and the applicant must be able to demonstrate these attributes in a team setting with diverse groups of stakeholders. Availability for travel, including overnight, may be required.

Additionally, this position requires:

- Ability to work during non-business hours as required to complete urgent projects or prevent disruption of Court proceedings or special events.
- Performance of work both on the construction site as well as in an office setting. Limited telework may be authorized by the Clerk of Court in accordance with the Court’s policy and based on the needs of the project.

## PREFERRED QUALIFICATIONS

Four years specialized experience and prior experience working on federal projects, preferably courthouse construction, is highly preferred.

## APPLICATION PROCESS

Applicants must submit the following:

- Cover letter that supports your work experience as it relates to the position.
- Resumé that includes complete work and salary history, and education, including a list of references.
- A completed Application for Judicial Branch Federal Employment (Form AO-78) which is available at <https://www.uscourts.gov/services-forms/forms>.

Applications should be submitted via email (PREFERRED) to [hr@msnd.uscourts.gov](mailto:hr@msnd.uscourts.gov) (subject: Architect/Project Manager – 24-103). When submitting via email, documents should be submitted as a **single PDF document**.

Application will be considered complete when the application and all required attachments (in proper format) are received.



**DAVID CREWS**  
Clerk of Court

**Oxford**  
911 Jackson Ave.  
Oxford, MS 38655

**Aberdeen**  
301 W. Commerce St.  
Aberdeen, MS 39730

**Greenville**  
305 Main St.  
Greenville, MS 38701

[www.msnd.uscourts.gov](http://www.msnd.uscourts.gov)

*The U.S. District Court for  
the Northern District of  
Mississippi is an Equal  
Opportunity Employer.*

Alternatively, applications can be submitted by mail or hand delivered to:

Human Resources Administrator  
U.S. District Court  
Northern District of Mississippi  
911 Jackson Avenue, Suite 369  
Oxford, Mississippi 38655

Envelope should reference MSND 24-103 and should be marked confidential.

### **APPLICATION INFORMATION**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees (except for probation officers who may be removed for cause). Federal Civil Service classification or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The initial appointment to this position is provisional pending the successful completion of the required background checks and/or investigations. The U.S. District Court is a drug-free workplace and the applicant selected will be required to participate in a drug screening test prior to employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the conditions of employment may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. All promotions are subject to approval by the Administrative Office of the U.S. Courts.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e., Direct Deposit).

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). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship. 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.