



United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street
Chicago, Illinois 60604

2025-5
1/23/2025

POSITION VACANCY

Position: CIRCUIT EXECUTIVE

Salary Range: \$247,400 per annum in Chicago

Closing Date: February 13, 2025; applications received by February 6, 2025, will receive first consideration.

Position Overview:

The Circuit Executive's Office, located in the Everett McKinley Dirksen U.S. Courthouse in Chicago, Illinois, provides policy development, administrative, technical, and staff support to the Chief Judge and Judicial Council of the Seventh Circuit; the United States Court of Appeals for the Seventh Circuit; and the district and bankruptcy courts, probation and pretrial offices, and federal defender services within the Seventh Circuit.

The Circuit Executive, working under the direction of the Chief Judge of the Seventh Circuit, and reporting to the Judicial Council, administers non-judicial activities for the circuit court including budget, procurement, space and facilities, emergency preparedness and security, information technology, personnel, special events and projects, among other responsibilities.

Duties:

- Provides administrative support and policy development to all activities of the Judicial Council and its committees, including but not limited to, serving as secretary for meetings, prepares meeting agendas and minutes, and gathering and circulating business for council review and approval.
- Manages the day-to-day operations of the Circuit Executive's Office by providing leadership to staff through coaching, mentoring, and feedback.
- Tracks and implements policies as required by the Judicial Conference of United States for the Court of Appeals and for the circuit where necessary.
- Serves as a staff member on working groups, panels, and committees responsible for Seventh Circuit Bankruptcy Judge selection, Federal Defender selection and reappointment, circuit rules, civics education, conference planning, among other things.

- Works with the Clerk of Court for the Court of Appeals to administer and maintain an accounting system, budget, personnel system, and property control records for the court.
- Conducts studies relating to the business and administration of the courts within the circuit and preparing appropriate recommendations and reports to the chief judge, the Judicial Council, and the Judicial Conference.
- Collects, compiles, and analyzes statistical data with a view to the preparation and presentation of reports based on such data as may be directed by the chief judge, the Judicial Council, and the Administrative Office of the United States Courts.
- Represents the circuit as its liaison to the Administrative Office of the United States Courts, the Federal Judicial Center, the federal court units in the circuit, the United States Marshal's Office, federal, state and local bar associations, civic groups, news media and other private and public groups having an interest in the administration of the courts.
- Oversees the circuit's judicial conduct and disability complaint process in accordance with the Judicial Conduct and Disability Act of 1980 and the Rules for Judicial-Conduct and Judicial-Disability Proceedings.
- Coordinates all arrangements for the annual Seventh Circuit Judicial Conference, including program planning and budgeting.
- Administers the circuit-wide space and facilities program, which in conjunction with the General Services Administration, provides accommodations, architectural services, space planning, and interior design services.
- Directs the information technology security team, which is responsible for improving the security posture of the court units within the circuit.
- Assists with the scheduling of the calendar for the Court of Appeals, including its sitting session weeks and daily oral argument calendar.
- Prepares an annual report to the circuit and to the Administrative Office of the United States Courts for the preceding calendar year, including recommendations for more expeditious disposition of the business of the circuit.
- Performs other duties as assigned.

Qualification Requirements:

Applicants must have at least ten years relevant experience in public service, business, or a law firm. Applicants must also have demonstrated skill in leading, motivating, and overseeing a diverse workforce and experience with the provision of court services, preferably at the federal level. Must have a Juris Doctor degree from an ABA-approved law school. Advanced ability to think critically and strategically, and to develop and implement innovative programs and practices. Superior writing, speaking, listening, and presentation skills. Exceptional emotional intelligence and a track record of building strong relationships. Sound judgment and the ability to maintain confidentiality are essential.

Preferred Qualifications:

At least three of the ten years of experience should have been in a management or supervisory role, preferably within a court setting. Prior experience with judicial conduct and disability matters and employment dispute resolution matters is preferred. Experience with event planning is also preferred. A working knowledge of Microsoft 365 and CM/ECF is preferred. Accounting experience and/or familiarity with budget principles is also preferred. Familiarity with the Federal Rules of Appellate Procedure, the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Circuit Rules of the United States Court of Appeals for the Seventh Circuit is highly preferred. An understanding of the *Guide to Judiciary Policy* is also highly preferred.

Benefits:

Benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), and public transit subsidy. Benefits also include optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FEGLI), Flexible Benefits Program, Federal Long Term Care Insurance Program (FLTCIP), and Dental and Vision Insurance. Additional information on benefits can be found on the court's website under Human Resources at: www.ca7.uscourts.gov.

Application:

Consideration will only be given to those individuals who apply through the court's online applicant tracking system and provide a resume and cover letter by 11:59 p.m. CST on February 13, 2025. Applicants who apply by February 6, 2025, will receive first consideration. Visit our applicant tracking system at:

<https://www.governmentjobs.com/careers/uscourtsilnd/7thcircuitcoa>

Only those interviewed will be notified of the selection outcome. The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. Travel expenses for interviews cannot be reimbursed.

Please note that this position is not covered by the Fair Chance Act and requires that applicants provide criminal history information prior to receiving any conditional offer of employment. All offers of employment are provisional pending a successful completion of a background investigation and subsequent favorable suitability determination by the Court based on the results of an FBI background investigation. Selectees to high-sensitive positions such as this must successfully complete a ten-year background investigation and every five years thereafter will be subject to a re-investigation. The U.S. Courts require employees to adhere to the Code of Conduct for Judicial Employees which is available to applicants for review upon request. 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 may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER