



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

2022-13
12/13/22

POSITION VACANCY

Position: DEPUTY CIRCUIT EXECUTIVE

Salary Range: JSP 17 - \$187,300

Closing Date: Open Until Filled

Position Overview:

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

The Deputy Circuit Executive is a senior-level management position that reports to the Circuit Executive. The Deputy Circuit Executive assists in managing the office and supervising its employees, as well as several aspects of court administration. The following departments fall under the aegis of the Circuit Executive's Office: Budget, Finance, Procurement, Space and Facilities, Security, Human Resources and Information Technology. Broader court administration duties include supporting the business of the Seventh Circuit's Judicial Council, court events and circuit conferences, assisting with certifying senior judges, and executing designations for judges across the circuit. Judicial misconduct and disability complaints and Employment Dispute Resolution matters may also fall within the Deputy Circuit Executive's portfolio. Finally, the Deputy Circuit Executive advises the Circuit Executive on policies and procedures consistent with local practice, national policy, and the court's mission. The Deputy Circuit Executive must be comfortable performing all duties of the office in the Circuit Executive's absence. The Deputy Circuit Executive performs other duties as requested by the Circuit Executive, Judicial Council, and Chief Circuit Judge.

Qualification Requirements:

Candidates must possess six years of administrative, professional, or legal experience that provides an understanding of management practices and administrative processes, including three years of specialized experience in a position of administrative, supervisory, managerial or professional work. Excellent analytical skills, superior oral and written communication skills, attention to detail, interpersonal skills, organization and problem-solving skills, and a desire to achieve and maintain a high level of professional excellence are also essential. The candidate must possess the ability to work both independently and as part of a team, as well as the ability to juggle and prioritize multiple tasks. A Bachelor's degree from a four-year college or university in a related field is required. Work is performed in an office setting with some opportunity to telework.

Preferred Qualifications:

A J.D. from an accredited law school are highly preferred, as is federal or state judiciary experience. Other preferred qualifications include: familiarity with The Guide to Judiciary Policy and court operations, experience with managing budget, finance, procurement, space and facilities planning, information technology, and experience handling personnel matters.

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 (budget dependent). Benefits also include optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FEGLI), Flexible Benefits Program, and Dental and Vision Insurance, and an onsite gym. Limited telework options are available. Information 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.

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

Priority will be given to applications received by December 31, 2022. Due to the anticipated large response to this announcement, 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 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