



United States Court of Appeals for the Sixth Circuit

CHAMBERS MANAGER to a FEDERAL CIRCUIT JUDGE

Columbus, OH Full-Time

\$75,646 - \$98,338*

The federal Judiciary seeks talented and motivated individuals to assist in its mission of ensuring equal justice under law. The federal Judiciary offers work/life balance, competitive benefits, and teams with dedicated professionals

About the Court

The United States Court of Appeals for the Sixth Circuit hears appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

For more information about the federal court system, please visit: www.uscourts.gov and www.ca6.uscourts.gov.

Overview of Duties

The Chambers Manager provides a wide-range of duties for the federal circuit senior judge, including day-to-day management of administrative functions in the judge's chambers. The final composition of duties will be determined by the qualifications of the selected candidate. The principal responsibilities and duties of the position may include,

- Manage day-to-day operations of chambers in a fast-paced environment. Monitor deadlines, prioritize tasks, and determine need for action by the judge. Compile and arrange information and data and prepare required periodic reports. Manage various projects, plan and schedule events, and develop documents using multimedia tools.
- Conduct research using source or digital material. Compose, prepare, and/or edit correspondence, procedural orders, memoranda, and documents that may require substantial research or analysis. Identify unique matters and undertake special handling requirements.
- Perform functions in the court's case management and filing system. Screen cases for potential conflict. Maintain recusal list. Track and monitor calendars, filings, hearings, etc.
- Create and update templates and standard documents for orders, motions, and other related documents.
- Manage the flow of information coming into and going from chambers. Maintain chambers information storage and filing systems for case filings, correspondence, publications, data, forms, and other documents.
- Prepare and maintain travel itineraries, arrangements, and reimbursement vouchers. Maintain judge's calendar. Arrange meetings and conferences.
- Assist with selection, orientation, and training of law clerks and interns. Distribute information and assignments to law clerks and interns.
- The judge sits in Cincinnati, Ohio up to seven times yearly, for one week at a time. The incumbent may be required to travel with the judge. Additional overnight travel for training may be required.
- *Juris Doctor and Paralegal*: Conduct legal research, draft bench memoranda, and assist judge in drafting legal documents.

POSITION QUALIFICATIONS

Required: Highly organized and capable of managing a variety of administrative tasks in an efficient manner. Ability to conduct research and analyze complex concepts and complicated facts. Skill in writing, editing, and proofreading legal documents. Excellent communication and interpersonal skills, both oral and written. Consummate professionalism, discretion, and integrity. Initiative and ability to work independently and as part of the chambers team. Ability to manage multiple priorities with conflicting deadlines. Knowledge of cloud-based applications, MS Office products, as well as other standard applications. Ability to travel.

Legal Professionals: A juris doctor – or – a minimum of three years of paralegal experience and a paralegal certificate from an accredited paralegal program with an associate degree, or a bachelor's degree in paralegal studies or related field.

Administrative Professionals: A minimum of six years administrative management experience involving law-related matters. Education may be substituted for some experience.

Preferred: Related experience in a court, government agency, or equivalent environment. Familiarity with federal court procedures.

COMPETITIVE TOTAL REWARDS

ENJOY WORK/LIFE BALANCE

Compensation*: \$75,646 - \$98,338 (JSP 11) (*Salary commensurate with qualifications in accordance with U.S. Court Guidelines)

Benefits: Employer subsidized health and life insurance plans. Dental and vision insurance plans. Flexible spending accounts for health care, dependent care, and commuter expenses. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. On-site fitness center. Federal retirement entails a pension plan (FERS-FRAE) and employer-matching Thrift Savings Plan (similar to a 401K). Retirees may carry insurance plans into retirement while paying the same premiums as employees. Visit www.uscourts.gov/careers/benefits to learn more about the Judiciary's competitive benefits.

Work/Life: Annual time off - 13 vacation days, 13 sick leave days, and 11 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years.

HOW TO APPLY

Please submit a single PDF application packet, including (1) a cover letter addressing your qualifications and experience in relation to the job duties *and* how you learned of the position, (2) a current resume, to the Director of Human Resources via the Resume button on our [online application system](#). Position is open until filled; preference given to applications received by **June 21, 2024**. Virtual interviews available.

CONDITIONS OF EMPLOYMENT

The start date for this position is August 5, 2024. Travel is required. The selected candidate is provisionally hired pending results of background check and fingerprinting. Employees are required to adhere to the *Judicial Code of Conduct for Judicial Employees*. Electronic Fund Transfer for payroll direct deposit is required. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. For citizenship requirements and additional information about careers in the Judiciary, visit www.uscourts.gov/careers. The Court reserves the right to modify the conditions of this announcement, or to withdraw the announcement for any reason without notice.

The Court of Appeals values diversity and is committed to inclusion in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants. If a reasonable accommodation is needed during the recruitment process, please contact Human Resources at humanresources@ca6.uscourts.gov.