

VACANCY ANNOUNCEMENT

Director of the Federal Judicial History Office
Federal Judicial Center
Washington, DC 20002-8003

The purpose of the Federal Judicial Center is to further the development and adoption of improved judicial administration in the courts of the United States, primarily through rigorous and objective research and education. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. A nine-member board, chaired by the Chief Justice of the United States, determines its basic policies.

The Center seeks an accomplished historian to fill a senior position as director of its Federal Judicial History Office. The director is responsible for developing and carrying out programs in furtherance of the Center's statutory mandate to "conduct, coordinate, and encourage programs relating to the history of the judicial branch of the United States government." The director of the history office works under the supervision of the Center's director and deputy director and manages a small staff of professional historians.

DUTIES AND RESPONSIBILITIES:

- Develop and implement a public history program for the federal courts;
- Develop programs and resources that provide the federal courts, scholars, educators, and the general public with access to the history of the judicial branch of government;
- Develop historical resources for publication and for presentation on the Federal Judicial Center's websites;
- Maintain the Biographical Directory of Federal Judges and other on-line reference sources related to the history of the federal courts;
- Develop and maintain guides to research in the history of the federal courts;
- Work with federal judges and court staff to support history programs in the courts;
- Consult with federal judges about the disposition of chambers papers.

MANDATORY QUALIFICATIONS:

- Ph.D. in U.S. History;
- Record of peer-reviewed, scholarly publications;
- Excellent communication, writing, and editorial skills;
- Demonstrated ability to work with diverse constituencies;
- Excellent managerial and supervisory skills;
- Understanding of and appreciation for the independence of the federal judiciary.

DESIRABLE QUALIFICATIONS:

- J.D;
- Knowledge of and research experience in U.S. legal or constitutional history;
- Experience producing historical resources for non-academic audiences;
- Experience compiling and managing digital history resources;
- Experience in developing institutional partnerships for historical projects;
- Experience working with history and social studies educators;
- Record of involvement in professional historical associations and a commitment to public history.

SALARY AND BENEFITS:

The pay level for this position in 2014 is \$155,000. The position does not carry the tenure rights of positions in the competitive civil service. All other federal government benefits (e.g. leave, life and health insurance, retirement benefits) are applicable.

APPLICATION PROCEDURES:

Submit a cover letter describing your qualifications for the position and a resume that specifies dates of employment, salaries, and responsibilities for all related positions to:

Federal Judicial Center
ATTN: Human Resources Office, Room 6-190
Announcement #14-11
Thurgood Marshall Federal Judiciary Building
One Columbus Circle, NE
Washington, DC 20002-8003

To receive full consideration for this position, applications must be received by close of business October 1, 2014; however, this vacancy will remain open until filled. Please refer to Announcement #14-11 on your application.

All new employees with the Federal Judicial Center will be subject to an FBI/OPM background check. All hiring decisions are provisional based on a favorable outcome. Relatives of Center staff members may not be employed at the Center in any capacity.

The Federal Judicial Center is an Equal Opportunity Employer