

VACANCY ANNOUNCEMENT

Editor
Editorial & Information Services Office
Federal Judicial Center
Washington, DC 20002-8003

The Federal Judicial Center is the federal courts' agency for research and continuing 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 Editorial and Information Services Office provides editorial and design services for the Center's publications, other written materials, and websites; coordinates production and printing of its publications and materials; and manages the collection and distribution of print, media, and online resources available to federal judges, court staff, and the public through the Center's intranet and Internet websites. The Center seeks an Editor to help prepare the Center's websites and its electronic and print publications.

DUTIES AND RESPONSIBILITIES

The Editor will work under the direction of the Chief, Editorial Office. Duties will include copyediting, proofreading, keying in corrections, reviewing webpages, checking publications before they are printed or put online, and preparing and designing print publications. Attention to detail and careful preparation are critical. The primary focus will be on online content, but the Editor will also work on printed materials.

MANDATORY QUALIFICATIONS

- at least three years of experience editing print or online materials;
- demonstrated proficiency in Microsoft Word;
- knowledge of design and layout principles;
- ability to apply principles and rules of grammar, usage, and style; and
- a bachelor's degree.

DESIRABLE QUALIFICATIONS

- proficiency in the use of Adobe Creative Suite products (e.g., Acrobat, InDesign, Photoshop);
- proficiency in HTML;
- demonstrated ability in design and typography; and
- experience writing or editing social science, legal, or other academic publications.

SALARY AND BENEFITS

The starting salary is set at \$64,261. For the successful candidate who is not currently a member of the Center staff, a higher starting salary, but not to exceed \$67,474, may be considered based upon the successful candidate's current salary. The FJC uses a payband

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Announcement #15-02

compensation system. This position falls in the Center's payband IV which has a salary range up to \$116,561, although not all incumbents in payband IV positions can expect to reach the top of the range. For the successful internal candidate whose current salary is below the payband base of \$64,261, that person's salary will be brought up to the base. If the successful internal candidate's current salary is above the base, his/her salary will be matched up to the top of payband IV.

A civil service rating is not required. The position does not carry the tenure rights of positions in the competitive civil service. Federal government benefits are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The Center will consider flexible work arrangements for its employees including flextime and compressed schedules; partial telecommuting is also available on a case-by-case basis. The Federal Judicial Center is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center and a health fitness facility for its tenants.

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.

APPLICATION PROCEDURES

Please submit resume with a cover letter addressing the qualifications to:

Federal Judicial Center
ATTN: Human Resources Office, Room 6-190
Announcement #15-02
Thurgood Marshall Federal Judiciary Building
One Columbus Circle, NE
Washington, DC 20002-8003

To receive full consideration, applications are due by April 3, 2015; however, this vacancy will remain open until filled. Please refer to Announcement #15-02 on your application.

The Federal Judicial Center is an Equal Opportunity Employer