

VACANCY ANNOUNCEMENT

Assistant Historian
History 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 The FJC's Federal Judicial History Office compiles historical reference works related to the federal court system, conducts research and prepares publications about federal judicial history, develops educational materials to enhance public understanding of the history of the judicial branch, and provides support for historical programs in the federal courts.

Duties and Responsibilities

The assistant historian has primary responsibility for the compilation and maintenance of historical reference sources on the Federal Judicial Center's website. Under the supervision of the director of the history office, the assistant historian will compile and maintain the biographical directory of federal judges and histories of federal courts, develop and manage the historical sections of the FJC site, conduct independent historical research, maintain the office's historical reference files, respond to reference requests from the courts and the public, provide editorial support for FJC historical publications, and supervise research assistants in the history office.

Qualifications

Desirable qualifications include (1) Ph.D. in United States History, with a specialization in legal or political history, (2) experience in the design, management, and analysis of digital history materials, (3) demonstrated record of scholarship and publications, (4) excellent writing skills, (5) experience producing historical materials for non-academic audiences, and (6) familiarity with the federal court system.

Salary and Benefits

The starting salary for this position is \$59,138, but for the successful candidate who is not currently a member of the Center staff, a higher starting salary, but not to exceed \$62,095, may be considered, based upon the successful candidate's qualifications, experience and current salary. This position falls in the FJC's payband IV, which has a salary range of \$59,138-\$107,271; however, not all incumbents can expect to reach the top of the range. If the successful candidate is an FJC staff member earning less than the starting range minimum, his/her salary will be brought up to the salary range minimum of \$59,138. If the successful FJC candidate's current salary falls above the range minimum, that salary will be matched up to the payband IV maximum salary.

A civil service rating is not required. The position does not carry the tenure rights of positions in the competitive civil service and has a one-year probationary period. 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.

Application Procedures

Submit both (1) a cover letter describing your qualifications for the position and (2) a résumé that specifies dates of employment, salaries, and responsibilities for all related positions, to:

Federal Judicial Center
ATTN: Human Resources Office, Room 6-190
Announcement #09-08
Thurgood Marshall Federal Judiciary Building
One Columbus Circle, NE
Washington, DC 20002-8003

When applying, please refer to Announcement #09-08. This vacancy will remain open until filled but to assure full consideration, applications must be received by September 21, 2009.

The Federal Judicial Center is an Equal Opportunity Employer