

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 the Center's 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; and
- Consult with federal judges about the disposition of chambers papers.

This position may require some travel.

MANDATORY QUALIFICATIONS:

- Ph.D. in U.S. History;
- Record of scholarly publications;
- Excellent communication, writing, and editorial skills;
- Demonstrated ability to work with diverse constituencies;
- Excellent managerial and supervisory skills; and
- 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; and
- Record of involvement in professional historical associations and a commitment to public history.

SALARY AND BENEFITS:

This position falls in the FJC's payband VI which has a salary range of \$121,262-\$191,360. The starting salary for this position will be \$164,000. If the successful internal candidate is earning less than the starting salary, his/her salary will be brought up to the starting salary. If a successful internal candidate's current salary falls above the starting salary, that salary will be matched up to the payband VI maximum salary.

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 FJC 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.

This position does not carry the tenure rights of positions in the competitive civil service.

APPLICATION PROCEDURES:

In a cover letter referring to Announcement #19-01, please indicate specifically how you satisfy the qualifications listed above. Applications without the required cover letter or with cover letters that do not address the qualifications will not be considered. Along with the cover letter, please include a current resume that specifies dates of employment and responsibilities for all related positions. A cover letter and resume in one combined PDF document is preferred.

All applications should be submitted to:

Federal Judicial Center
ATTN: OA/Human Resources Office, Room 6-190
Announcement #19-01
Thurgood Marshall Federal Judiciary Building
One Columbus Circle, NE
Washington, DC 20002-8003
OR

personnel@fjc.gov

When applying, please refer to Announcement #19-01. This vacancy will remain open until filled but to assure full consideration, applications must be received by October 31, 2018.

KEY REQUIREMENTS:

- You must be a United States Citizen, subject to the exceptions enumerated at <http://www.uscourts.gov/careers>.
- Selectee must favorably complete a background investigation.
- Relatives of Center staff members may not be employed at the Center in any capacity.
- All requirements must be met for full consideration.

THE FEDERAL JUDICIAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER