Vacancy Announcement  
Judicial Education Attorney  
Education Division  
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 Education Division produces educational programs, materials, and resources for federal court of appeals, district, bankruptcy, and magistrate judges and for federal judicial branch employees, including persons serving in clerk of court, probation, and pretrial services offices. Subject areas for judges include substantive and procedural legal topics, case and calendar management, ethics, leadership and management, and information technology. Subject areas for other court personnel include selected technical skills, ethics, and leadership and management. The division delivers education and resources through a variety of means, including in-person programs to which participants travel; in-person programs conducted in courthouses for local participants; e-learning, webcasts, podcasts, and publications; and audio-, video-, and web conferences.

The Center’s Education Division has an opening for a judicial education attorney to assess educational needs and develop programs for the orientation and continuing education of federal judges, court attorneys, and court staff. Travel is required.

DUTIES AND RESPONSIBILITIES:

- Use independent judgment and analysis in the research, design, development, delivery, and evaluation of training and continuing legal education programs for federal judges and attorneys of the federal courts.

- Assess orientation and continuing education needs based on a competency-based curriculum to determine knowledge and skill gaps and select the most effective educational approaches to address those gaps. Develop both in-person and technology-based educational programs and resources. Make programmatic changes as required to address emerging and evolving priorities.

- Coordinate planning with program advisory committees consisting of judges and attorneys; coordinate and oversee the efforts of volunteer committee members; train and mentor committee members and other faculty with respect to use of interactive adult learning practices appropriate for an audience of highly-educated and accomplished professionals.

- Collaborate with and guide other Center staff who assist in developing educational resources and materials, including staff who support the
Implementation of programs with logistics, program coordination, and information technology needs.

- Oversee each step in the production of in-person programs: site selection, preparation of funding and authorization documents, program design, faculty selection, communication with participants and vendors, materials production, and program evaluation.

- Teach content, facilitate discussions, emcee events, and coach participants.

**MANDATORY QUALIFICATIONS:**

- A law degree (J.D.).

- Exceptional interpersonal skills with the ability to work collaboratively with people at all levels.

- Demonstrated experience in assessing educational needs and writing learning objectives.

- Excellent writing ability.

- Strong public speaking ability.

- Project management experience.

**DESIABLE QUALIFICATIONS:**

- An in-depth understanding of the federal courts.

- A demonstrated ability to use collaborative technologies and content/learning management systems to produce education programs for delivery on the web and smart devices. As used here, examples of collaborative technologies include Microsoft Teams/SharePoint, online forums, and web conferencing (e.g., Adobe Connect); examples of course content/learning management systems include Drupal and Opigno LMS or other similar interactive learning systems.

- A degree or substantial training in adult education and/or curriculum design, to include design of competency-based continuing legal education programs.

**SALARY AND BENEFITS:**

The starting salary is set at $124,014. This position falls in the Center’s pay band VI which has a salary range up to $194,028. For a successful candidate not currently a member of the Center staff, a higher starting salary, not to exceed $130,215, may be considered if the candidate furnishes proof that his/her current salary falls above the pay band VI minimum salary of $124,014, in which case the Center would match that salary up to the starting salary limit of $130,215. This is the maximum starting salary, and it is
non-negotiable. If the successful internal candidate’s salary falls above the range minimum that salary will be matched up to his/her current 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.

The Center provides telework options subject to supervisory and division director approval. However, the position is located in Washington, D.C.

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

**APPLICATION PROCEDURES:**

In a cover letter referring to Announcement #20-02, 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 PDF format is required; one combined PDF document is preferred.

All applications should be submitted by email to:

personnel@fjc.gov

When applying, please refer to Announcement #20-02. This vacancy will remain open until filled but to assure full consideration, applications must be received by December 16, 2019.

**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.

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