

Vacancy Announcement
Deputy Director, Research Division
Federal Judicial Center
Washington, DC 20002-8003

The [Federal Judicial Center](#) (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 Research Division conducts empirical research on the operation of the federal courts, especially at the request of committees of the Judicial Conference, and promotes such research by other public and private persons and entities. Its role is to provide accurate and objective information to facilitate thorough and candid analysis of judiciary policies, practices, and procedures. The Division's interdisciplinary staff designs and implements studies and prepares research reports, and also produces resources for judges and the judiciary on legal developments, case management, and other topics.

DUTIES AND RESPONSIBILITIES:

The deputy director reports to the division director and helps the division director oversee operations of the division and assists with its day-to-day management. This includes:

- Helping to lead a group of highly talented researchers in conducting social scientific and law-related research aimed at identifying innovative or improved approaches to judicial administration in the federal court system, including appellate, district, and bankruptcy courts.
- Providing constructive feedback on all aspects of research projects to ensure their quality, responsiveness, clarity, and timeliness.
- Providing similar feedback on the development of educational resources developed for judges and the judiciary.
- Monitoring staff assignments, promoting both individual contributions and accountability and internal collaboration.
- Assisting the division director with communicating and implementing Center policies and procedures, including those related to work schedules, leave, travel, professional development, outside publication, and outside teaching and employment.
- Interacting with judges and others in the judiciary, and with attorneys, academics, government officials, and others outside the judiciary.
- Representing the Federal Judicial Center at Judicial Conference committee meetings and other venues.
- Performing other duties as assigned by the Research Division Director.

The position requires some travel.

MANDATORY QUALIFICATIONS:

- Ph.D. in a social or behavioral science discipline **or** a J.D.
- At least five years of leadership experience demonstrating competency for the position

DESIRABLE QUALIFICATIONS:

A successful candidate should have a strong combination of the following qualifications.

- Knowledge of scientific research methods, principles, and techniques
- Law practice experience, especially in litigation and the federal courts
- Knowledge of federal court structure, governance, and operations
- Excellent analytical and critical thinking skills
- Excellent writing and oral presentation skills
- Excellent interpersonal and communication skills
- Experience implementing personnel policies

SALARY AND BENEFITS:

The starting salary is set at \$150,783 (includes 2025 D.C. locality). This position falls in the Center's pay band 6, which has a salary range up to \$227,608 (includes D.C. locality). For a successful candidate not currently a member of the Center staff, a higher starting salary, not to exceed \$188,479 (includes 2025 D.C. locality) may be considered if the candidate furnishes proof that their current salary falls above the pay band 6 minimum salary of \$150,783 (includes 2025 D.C. locality), in which case the Center would match that salary up to the starting salary limit of \$188,479 (includes 2025 D.C. locality). This is the maximum starting salary, and it is non-negotiable. If a successful internal candidate's salary falls above the range minimum, the salary will be matched up to their current salary.

Federal government benefits are applicable. An array of supplemental benefits is 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 in the Thurgood Marshall Federal Judiciary Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center, a health fitness facility, and a cafeteria for its tenants.

The Federal Judicial Center offers a range of telework and flexible work schedule options based on the employee's position categorization. This position requires working at the Marshall Building on a regular schedule and permits some telework. When business needs arise, all Center employees are required to work at the Marshall Building. The Center does not pay for relocation expenses; however, Center employees receive reimbursement for all official business travel.

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

APPLICATION PROCEDURES:

In a brief cover letter referring to Announcement #25-04, please summarize 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 writing sample that demonstrates your ability to communicate to a non-expert audience research findings related to policy or programmatic outcomes, and a statement of no more than two double-spaced pages describing how you would approach leading a team of social science researchers. **Please submit the required documents in one combined PDF document.** Name the file using your last name, first name, and the announcement number, as follows:

Lastname.Firstname.25-04.pdf. Any information provided in the transmittal email will **not** be considered part of the application.

All applications should be submitted by email to personnel@fjc.gov.

When applying, please refer to Announcement #25-04. **To assure full consideration, your application must be received by 11:59 p.m. on March 7, 2025.**

KEY REQUIREMENTS:

- Selectee must be a United States Citizen, subject to the exceptions enumerated at <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirementsemployment-judiciary>.
- 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 and is committed to achieving a diverse workforce and an inclusive work culture. It strives to maintain a professional and collegial workplace in which everyone is valued and treated fairly and respectfully.