

**Vacancy Announcement**  
**Judicial Education Attorney**  
Judicial and Legal Education Group  
Education 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 Center has an opening within its Education Division for a **Judicial Education Attorney in the Judicial and Legal Education (JLE) group**. This group is responsible for providing orientation and educational programs and resources for all circuit, district, bankruptcy, and magistrate judges as well as court-employed attorneys. The Judicial Education Attorney reports to JLE's Assistant Division Director. The Judicial Education Attorney position requires occasional overnight travel (approximately 15-20 days per year), and advance notice is given when travel is required. The Center does not pay for relocation expenses; however, Center employees receive reimbursement for all official business travel.

### **Who We Are**

JLE is one of five groups within the Center's Education Division and comprises 13 people, a mix of judicial education attorneys, who serve as program managers responsible for program planning, design, development, and delivery, and program coordinators, who handle the administrative, financial, and logistical aspects of our programs. We work in teams to deliver and evaluate educational programs for judges and court attorneys in the federal courts. Our faculty typically are judges, professors, and other subject matter experts, although JLE staff sometimes serve as trainers and facilitators, too. We consult with education advisory committees that suggest relevant topics and experts, advise on priorities, assist with program execution and evaluation, and guide our efforts. Our programs range from one-hour online sessions to five-day in-person programs and everything in between. In a typical year, we deliver about 60 programs for approximately 2,500 in-person and around 10,000 remote participants.

Our strengths as a group include a focus on identifying and providing what our learners need most; being adaptable to changing needs, learning preferences, and modalities; diplomacy and tact; and creativity. The Center's current average tenure is almost 14 years. We believe people come here and stay because the mission is vital to our nation, the work is challenging and meaningful, and the culture is positive and supportive.

### **Who You Are**

Our ideal candidate has substantial knowledge and legal experience with the federal courts as well as experience as an educator in the range of steps from assessing learner needs to designing, developing, facilitating, and evaluating educational programs delivered in a variety of modalities (e.g., in-person, virtual, and blended) for diverse audiences.

We seek a colleague adept at managing large, in-person conferences as well as smaller seminars, who also has demonstrated success managing educational programs and projects in a variety of formats for various audiences from start to finish. Familiarity with competency-based approach to education is highly desirable.

We seek a dynamic colleague who values teamwork; is willing to share ideas and information; is committed to excellence, innovation, and impartiality in the development and delivery of our competency-based programming; and has familiarity with the federal judiciary and/or judicial education.

### **Duties and Responsibilities**

- Use independent judgment and analysis in the research, curriculum design, and delivery of orientation and continuing legal education in-person and web-based programs for federal judges and attorneys of the federal courts.
- Assess needs and determine effective ways to present continuing legal education. Develop in-person, online, and distance learning educational programs.
- Coordinate planning with advisory committees; coordinate and oversee the efforts of volunteer committee members.
- Collaborate and communicate with JLE colleagues on group priorities and with other groups within the Education Division in developing resources and curricula.
- Select and train judiciary faculty in effective teaching and facilitation methods appropriate to an audience of highly educated and accomplished professionals.
- Support faculty development, facilitate discussions, and occasionally present and/or teach content.
- Make curriculum and programmatic changes as required to address emerging and evolving issues and priorities.
- Work closely with program coordinators who assist with all logistical and financial aspects of in-person programs (i.e., seminars and conferences), including site selection, preparation of funding and travel authorization documents, communication to faculty and participants, materials production, vendor engagement, technology support, and program evaluation.
- Work collaboratively with subject matter experts (e.g., judges, advisory and planning committees, academics, and other consultants) to design, customize, and update education programs and resources for judiciary audiences.

### **Mandatory Qualifications**

- *Education:*
  - Law degree (J.D.)
- *Experience:*
  - Substantial experience in assessing educational needs and designing, developing, and executing educational programs for adults

- Substantial experience teaching, designing, and hosting educational programming
- Knowledge, regular use, and a commitment to applying the principles of adult education to create engaging, useful, and transformative experiences
- *Skills:*
  - Exceptional emotional intelligence, collaboration, and interpersonal skills
  - Strong writing, public speaking, and technology skills
  - Excellent skills managing projects, people, time and resources

### **Desirable Qualifications**

In addition to the mandatory qualifications, you're a strong candidate for this position if you possess some of the knowledge, skills, experience, and characteristics listed below. The list represents a range of possible qualifications, not a checklist that must be met. A strong candidate for this position can demonstrate proficiency in some combination of these areas:

- Experience working in the courts (e.g., as a judicial law clerk) or familiarity with the workings of the judiciary, preferably at the federal level
- An in-depth understanding of federal legal practice
- A degree or training in adult education and/or curriculum design
- Experience with legal education

### **Salary and Benefits**

The starting salary is set at \$152,291 (includes 2026 D.C. locality). This position falls in the Center's pay band 6, which has a salary range up to \$229,908 (includes 2026 D.C. locality). For a successful candidate not currently a member of the Center staff, a higher starting salary, not to exceed \$159,906 (includes 2026 D.C. locality) may be considered if the candidate furnishes proof that their current salary falls above the pay band 6 minimum salary of \$152,291 (includes 2026 D.C. locality), in which case the Center would match that salary up to the starting salary limit of \$159,906 (includes 2026 D.C. locality). This is the maximum starting salary, and it is non-negotiable. In addition, a successful candidate who does not live within the D.C. locality region or work at the official duty station in Washington, D.C., for 16 or more work hours per pay period will not receive D.C. region locality pay and will receive the locality pay of their place of primary residence (telework site). If the successful internal candidate's salary falls above the range minimum, their 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 Center is in the Thurgood Marshall 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 Center offers a range of telework and flexible work schedule options based on the employee's position categorization. When business needs arise, all Center employees are required to work at the

official duty station in Washington, D.C., or at a temporary duty station. 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 one- to two-page cover letter referring to Announcement #26-03, please summarize how you satisfy the qualifications listed above. Applications without the required cover letter or with a cover letter that does 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. To be considered for the position, **combine a cover letter and resume (i.e., application for employment) into a single PDF**, and name the file using your last name, first name, and the announcement number, as follows: **Lastname.Firstname.26-03.pdf**.

All applications should be submitted by email to [personnel@fjc.gov](mailto:personnel@fjc.gov) and include Announcement #26-03 in the email subject line. Information provided in the body of the transmittal email will **not** be considered part of the application.

This vacancy will remain open until filled, but **to assure full consideration, your application must be received by 11:59 p.m. on March 16, 2026.**

Candidates selected for interviews will be asked to submit additional materials that showcase their curriculum development abilities and to demonstrate their presentation and facilitation skills.

### **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.*