

Vacancy Announcement
General Counsel
Office of the Director and Deputy Director
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 for a General Counsel. The General Counsel is responsible for providing legal, policy, and strategic counsel to the Center, and for providing a range of legal support services for all aspects of Center operations, administration, policy, and practice. The position is part of the Director and Deputy Director's Office and reports to the Center's Deputy Director. The General Counsel will often work closely with the Center's senior staff.

DUTIES AND RESPONSIBILITIES:

- Provides legal advice and guidance to the Director and Deputy Director
- Drafts, reviews, and provides legal guidance on Center policies, government contracts, and inter-agency agreements
- Reviews speeches and publications produced by Center leaders and staff
- Provides legal guidance to supervisors on personnel and employment related issues
- Reviews and interprets laws that affect the Center
- Serves as the Center's point of contact for investigations such as by oversight entities of Congressional committees or the Government Accountability Office
- Serves as or coordinates the Center's representation in legal matters
- Ensures adherence to all federal regulations, policies, procedures, and ethical standards
- Builds and sustains strong, collaborative working relationships with internal and external stakeholders, including colleagues across the Center's divisions and offices
- Coordinates with the Office of General Counsel at the Administrative Office of the U.S. Courts, and other stakeholders as needed
- Works on special projects as assigned

MANDATORY QUALIFICATIONS:

- A juris doctor (J.D.) from an accredited law school and active membership in the bar of the highest court of any state, the District of Columbia, or a United States territory or commonwealth
- Ten years of progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience
- Three years of general counsel experience
- Proven attention to detail and ability to ensure compliance with federal regulations, policies, procedures, and ethical standards

- Experience advising senior leaders
- Ability to work independently under limited guidance and direction, respond efficiently to changing priorities, and meet deadlines
- Aptitude for collaborative problem-solving and consensus-building
- Ability to consistently exercise sound ethics and judgment and maintain confidentiality
- Excellent interpersonal and communication skills

DESIRABLE QUALIFICATIONS:

- Experience working in the Judicial Branch
- Knowledge of the Guide to Judiciary Policy
- Knowledge of federal personnel and employment law
- Knowledge of federal procurement and contracting law

SALARY AND BENEFITS:

This position is in pay band 6, with a salary range of \$152,291 to \$229,908, including the 2026 Washington, D.C. locality adjustment. The starting salary is \$182,749 (includes 2026 D.C. locality) and is non-negotiable.

For internal candidates, salaries will be adjusted as follows: if the candidate's current salary is below the starting salary, it will be increased to \$182,749 (includes 2026 D.C. locality); if it exceeds the starting salary, it will be matched, up to the pay band 6 maximum of \$229,908 (includes 2026 D.C. locality).

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 Federal Judiciary Building (TMFJB), conveniently situated to public transportation directly beside Union Station. The TMFJB houses a child development center, a health fitness facility, and a cafeteria for its tenants.

The position is in Washington, D.C. and the selected candidate must be prepared to work in the TMFJB on a regular basis. This position provides limited telework options. The Center does not pay for relocation expenses; however, Center employees receive reimbursement for official business travel.

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

APPLICATION PROCEDURES:

In a cover letter referring to Announcement #26-07 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. Applicants should not include detailed application information in the transmittal email

and should attach **only a single PDF document containing the combined cover letter and resume**. Name the file using your last name, first name, and announcement number as follows: Lastname.Firstname.26-07.pdf.

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

When applying, please refer to Announcement #26-07. This vacancy will remain open until filled but **to assure full consideration, your application must be received by 11:59 p.m. on April 21, 2026.**

KEY REQUIREMENTS:

- Selectee must be a United States Citizen, subject to the exceptions enumerated at <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-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 professional and collegial workplace in which everyone is valued and treated fairly and respectfully.