

Vacancy Announcement
Legislative and Public Affairs Officer
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 Legislative and Public Affairs Officer. The Legislative and Public Affairs Officer is the primary point of contact for Congress, the media, and the public, and provides strategic guidance and advice to the Director and Deputy Director on congressional and public relations. The position is part of the Director and Deputy Director's Office and reports to the Center's Deputy Director. The Legislative and Public Affairs Officer will often work closely with the Center's senior staff as well as with Judiciary leadership and other stakeholders.

DUTIES AND RESPONSIBILITIES:

Public Affairs

- Develops and implements public affairs strategies to support the Center's mission
- Advises the Director and Deputy Director on all matters related to media and public affairs
- Drafts press releases, speeches, talking points, and other public communications
- Serves as spokesperson for the Center and as liaison to the media
- Responds to information requests from the media and the public
- Manages social media and other public-facing communication channels to ensure accurate and consistent messaging
- Monitors and analyzes print, broadcast, and digital media, including social media, on matters related to the Center's work

Legislative Affairs

- Advises the Director and Deputy Director on all matters related to legislative affairs, appropriations, and congressional relations
- Serves as the primary liaison with Congress, responding to inquiries and coordinating requests for information
- Establishes and maintains professional working relationships with congressional staff, federal agencies, and other stakeholders
- Facilitates open lines of communication and fosters a strong working relationship between the Center and Congress
- Keeps the Director and Deputy Director informed about legislative activities
- Monitors, analyzes, and reports on federal legislation, policies, and regulatory developments affecting the Center and its mission
- Manages, tracks and completes congressional reporting requirements for the Center
- Prepares briefings, reports, and summaries for the Director and Deputy Director on

legislative developments

MANDATORY QUALIFICATIONS:

- Juris Doctorate (JD) or master’s degree in public affairs, public administration, public policy, political science, journalism, or related fields
- Familiarity with legislative processes
- Experience working with the media
- Strong knowledge and judgment about inter-branch relations
- Excellent interpersonal and communication skills
- Demonstrated ability to work with government officials, stakeholders, and different audiences
- Demonstrated ability to build productive relationships
- Ability to act quickly and maintain composure under high pressure
- Ability to consistently exercise sound ethics and judgment and maintain confidentiality

DESIRABLE QUALIFICATIONS:

- Experience working in the Judicial Branch
- Experience working in Congress
- Experience in public relations, media relations, communications, or journalism
- Experience advising senior leaders
- Experience working in legislative or public affairs in a government agency

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. For a successful candidate not currently a member of the Center’s staff, a higher starting salary not to exceed \$159,906 (includes 2026 D.C. locality) may be considered if the candidate furnished 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. 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 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 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 #26-08 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.26-08.pdf.

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

When applying, please refer to Announcement #26-08. 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.