

**POSITION VACANCY ANNOUNCEMENT
CIRCUIT EXECUTIVE**

The Sixth Circuit Judicial Council is accepting applications for the position of Circuit Executive. The Judicial Council is charged by 28 U.S.C. § 332 with the responsibility for making all necessary orders for the effective and expeditious administration of justice within its circuit. The Circuit Executive, working under the direction of the Chief Judge of the Circuit, administers non-judicial activities for the circuit court, including budget, procurement, space and facilities, emergency preparedness and security planning, personnel, special events and projects among other responsibilities. In addition, the Circuit Executive serves as the secretary to the Judicial Council and provides policy analysis and development as well as program management to the Judicial Council. The Circuit Executive also serves as liaison to the Administrative Office of the U.S. Courts, the Federal Judicial Center, state courts within the circuit, the U.S. Marshal's office, bar associations and other organizations concerned with the administration of justice. The position involves extensive analytical and writing responsibilities.

Requirements: A minimum of ten years of progressively responsible management experience is required, with at least five years of substantial management experience in court administration. Excellent written and oral communications skills as well as strong interpersonal and analytical skills are essential. A law degree is preferred, but a post-graduate degree in business, public, or judicial administration, along with substantial court administration experience, may be substituted.

Salary: up to \$196,827.

To Apply: Submit cover letter, resume, salary history, and a writing sample *as separate documents in a four part submittal* to:

Mr. Clarence Maddox
Circuit Executive
United States Court of Appeals
Potter Stewart United States Courthouse
100 East Fifth Street, Room 503
Cincinnati, OH 45202

Email: ca06-humanresources@ca6.uscourts.gov

All applicants must include an email address and daytime telephone number for follow-up communication. Please also note applicants may be asked to respond to supplemental written questions prior to the application deadline.

APPLICATION DEADLINE: March 1, 2019 at 5:00 p.m. EDT