

**UNITED STATES COURTS
EIGHTH CIRCUIT**

Reference # FY18-01
February 5, 2018



Position Title:	ASSISTANT CIRCUIT EXECUTIVE FOR AUTOMATION
Location:	Office of the Circuit Executive, St. Louis, Missouri
Salary Range/Grade:	CL 30 (\$83,264 - \$135,326) with promotion potential to CL 31, or CL 31 (\$97,950 - \$159,167) depending on experience, salary, and qualifications
Closing Date:	March 15, 2018

Overview:

Appointed by the Circuit Executive, the Assistant Circuit Executive (ACE) for Automation is an upper-level management position reporting directly to the Circuit Executive, and exercising broad supervisory and administrative responsibility. The position is within the Office of the Circuit Executive, which is located in the Thomas F. Eagleton Courthouse in St. Louis, Missouri.

Major responsibilities include managing a staff of professionals; establishing and enforcing operating procedures and standards; leading all aspects of automation operations for the Eighth Circuit Court of Appeals, including budgeting, procurement, property accountability, personnel management; and supporting the functions of the circuit judges' chambers, courtrooms, telephones, and court unit IT support. The position requires extensive automation and analytical skills and strong project management skills in an information technology environment.

Representative Duties:

- Research, analyze, and synthesize policies and regulations governing automation matters, procurement and budget matters, personnel matters, continuity of operations preparedness, and judiciary practices and procedures. Provide expert opinions regarding acceptable options and best practices for automation matters. Prepare written memoranda, policies, and manuals.
- Coordinate staff efforts, comply with project deadlines, and evaluate and memorialize lessons learned during projects and operations. Guide installation and configuration of systems. Conduct needs assessments and project planning in areas of automation, network, telecommunication, email, audio visual, and video conferencing systems; and develop training plans for implementing and fielding new technologies.
- Develop organizational goals and objectives, including the establishment and adjustment of long range schedules, priorities and deadlines for completion of work assignments. Assist the Circuit Executive in formulating and implementing policy.
- Serve as technical advisor to procurement officer for automation property, maintain the court automation property record, and manage the automation budget. Plan and coordinate automation support for the circuit judicial conferences and all court oral arguments. Provide IT administrative and staff support to the U.S. Court of Appeals, circuit judicial council, and applicable Judicial Conference committees.
- Coordinate circuit-wide automation matters and serve as liaison between the circuit and national IT staff at the Administrative Office of the U.S. Courts.
- Organize, sponsor, and conduct periodic IT conferences for the courts of the circuit.

Qualifications and Requirements:

- A minimum of ten years of progressively responsible automation experience, including at least five years of substantial management responsibility is required.
- An undergraduate degree from an accredited college or university is required.
- Broad technical competence in networking administration, email administration, telecommunications, automation training, data security, and help desk/PC user support.
- Project management expertise involving multiple complex projects with budget constraints and firm deadlines.
- Working knowledge of budgets, spending plans, and procurement processes. Capability to become a contracting officer.
- Excellent written and oral communication abilities, and strong interpersonal and analytical skills are essential. Experience working in a legal or court environment, particularly federal court, is desirable.
- The incumbent must manifest the highest degree of professionalism, courtesy, and diplomacy at all times; have excellent managerial and information technology skills; ability to interpret and apply complex rules and regulations; and unquestionable integrity.
- Work is performed in an office setting with overnight travel required within and outside of the circuit. Duties may require working outside of normal business hours. Physical effort may be involved in moving, connecting, or troubleshooting equipment.
- For those already employed in the federal system, at least one year of experience at or equivalent to CL-29 is required.

Application Procedure:

Qualified applicants must submit a cover letter, resume, and salary history by March 15, 2018, to:

Circuit Executive Office
111 S. 10th Street, Suite 26.325
St. Louis, Missouri 63102
Attn.: Michelle Braun, Assistant Circuit Executive for Human Resources
or via email (WordPerfect, Word, or .pdf) to: CE8employment@ca8.uscourts.gov

Information for Applicants:

- Only qualified applicants who submit complete applications will be considered for this position.
- Applicants must be United States citizens or [eligible to work in the federal court system](#).
- The court provides reasonable accommodations to applicants with disabilities.
- Funding is not available to support interviewee travel or relocation expenses.
- The selected applicant must provide educational transcripts. A background investigation, including fingerprint and records check, will be conducted as a condition of employment.
- All employees of the Judiciary are “at will” employees in the excepted service.
- The position is subject to mandatory electronic funds transfer for payment of salary.
- The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, fill the position sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.

THE EIGHTH CIRCUIT OF THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to similar benefits as other federal government employees. They are not included in the government's civil service system, however. Benefits include:

HEALTH INSURANCE

Employees may participate in the Federal Employees Health Benefits Program (FEHB), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.

DENTAL/VISION INSURANCE

Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.

LIFE INSURANCE

Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).

FLEXIBLE SPENDING ACCOUNT

Employees may set aside pre-tax money to cover certain health care and dependent care expenses.

LONG-TERM CARE INSURANCE

Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community-based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.

TIME IN SERVICE

Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.

RETIREMENT

Employees are covered under the Federal Employees Retirement System. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan with a percentage of contributions matched [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service.

WITHIN-LEVEL SALARY INCREASES

Within each salary classification level there are 61 "steps." Based upon performance, employees are eligible for annual step increases.

TRANSIT/PARKING SUBSIDY

Subject to the availability of funds.

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