



**United States Court of Appeals**  
for the Seventh Circuit  
219 South Dearborn Street  
Chicago, Illinois 60604

2020-05  
05/26/20

**POSITION VACANCY**

**Position:** DEPUTY CIRCUIT EXECUTIVE  
(Permanent – Full-Time Position)

**Salary Range:** JSP 17 – \$181,500

**Closing Date:** Open Until Filled

**Position Overview:**

The Circuit Executive's Office, located in the Everett McKinley Dirksen U.S. Courthouse in Chicago, Illinois, provides policy development, administrative, and technical and staff support to the Chief Judge and Judicial Council of the Seventh Circuit; the United States Court of Appeals for the Seventh Circuit; and the district and bankruptcy courts, probation and pretrial offices, and federal defender services within the Seventh Circuit.

The Deputy Circuit Executive assists the Circuit Executive in carrying out the full supervisory and administrative responsibilities of the Circuit Executive's Office as set forth in 28 U.S.C. § 332(e). These include, without limitation, assisting the Chief Judge in calendar management; reviewing complaints of judicial misconduct and judicial disability; supervising the budget, human-resources, and information-technology operations of the Court of Appeals; designating senior circuit and district judges and recalling magistrate and bankruptcy judges within the circuit; designating judges to assist in other courts within the circuit; working with committees of the Court of Appeals and the Judicial Council on the appointment of bankruptcy judges and federal defenders; planning for emergency preparedness; providing temporary staff as needed; and other responsibilities as assigned.

The Deputy Circuit Executive works with the Justices and staff of the Supreme Court of the United States; the Administrative Office of the United States Courts; the Federal Judicial Center; the United States Marshals Service; the General Services Administration; the Illinois, Indiana, and Wisconsin state judiciaries; the Seventh Circuit Bar Association and other bar associations; and the media. The Deputy Circuit Executive provides overall supervision of the operational and administrative functions of the Circuit Executive's Office, serves in an advisory capacity to the Circuit Executive regarding policy matters, performs all necessary duties in the absence of the Circuit Executive, and administers and coordinates all non-judicial activities of the Court of Appeals. The Deputy Circuit Executive assists the Circuit Executive as the Secretariat for the Judicial Council and its committees. The Deputy Circuit Executive performs other duties as requested by the Circuit Executive, the Judicial Council, and the Chief Judge.

**Qualification Requirements:**

Candidates must possess a juris doctor from an accredited school of law, be admitted to the bar, and have a minimum of six years of progressively responsible administrative, professional, or legal experience that provides a general understanding of management practices and administrative processes; skill in dealing with others in person-to-person work relationships; and the ability to exercise mature judgment. At least three years of experience must have been in a position of substantial executive-management responsibility.

**Preferred Qualifications:**

- Prior management experience in court administration in a federal appellate, district, or bankruptcy court, or in a state-court system, including familiarity with budget, fiscal, personnel, space and facilities, and information-technology operations.
- Operational knowledge of the courts, office automation, including automated case-management systems, and a working knowledge of the Federal Rules of Appellate Procedure and the Seventh Circuit's Rules.
- Candidates should have the ability to:
  - assume and delegate authority;
  - lead with vision, creativity, and initiative;
  - articulate priorities, and develop and execute strategic plans;
  - communicate clearly, both verbally and in writing; and
  - integrate current and future technologies.
- Strong analytical and interpersonal skills.

**Information for Applicants:**

- Employees in executive, highly sensitive positions such as the Deputy Circuit Executive undergo an initial OPM background investigation. Appointment is provisional and contingent upon the satisfactory completion of a background investigation.
- Application materials will be screened and only selected applicants will be contacted for an interview. Due to the anticipated large response to this announcement, only those interviewed will be notified of the selection outcome.
- Applicants must be a U.S. Citizen or lawful permanent resident actively seeking citizenship.
- Travel expenses for interviews cannot be reimbursed.
- Employees of the U.S. Courts are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- The U.S. Court of Appeals for the Seventh Circuit reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to re-publish the job announcement without prior written notice.

**Benefits:** Benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), and public transit subsidy. Benefits also include optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FEGLI), Flexible Benefits Program, Federal Long Term Care Insurance Program (FLTCIP), and Dental and Vision Insurance. Information can be found on the court's website under Human Resources at: [www.ca7.uscourts.gov](http://www.ca7.uscourts.gov).

**Application:** Application materials may be obtained via the Court of Appeals website at [www.ca7.uscourts.gov](http://www.ca7.uscourts.gov). Applicants should email completed materials in PDF to:

[ca7\\_hr@ca7.uscourts.gov](mailto:ca7_hr@ca7.uscourts.gov)

Attention:  
Collins T. Fitzpatrick  
Circuit Executive  
Everett McKinley Dirksen United States Courthouse  
219 South Dearborn Street - Room 2780  
Chicago, Illinois 60604

**THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**