



United States Court of Appeals for the Third Circuit

Date: **August 8, 2019**
Position Title: **Manager (Recruitment, Staffing, and Training)**
Vacancy Number: **LD 08/19-01**
Location: **Philadelphia, PA**
Position Type: **Full-time, Permanent**
Classification Level: **CL-28 (\$64,627 - \$105,074) with promotion potential to CL-29, or CL-29 (\$76,873 - \$124,913) depending on qualifications and experience**
Closing Date: **Open until filled. Preference given to applications received by 8/30/2019.**

Position Overview:

The Legal Division of the Court of Appeals for the Third Circuit is seeking a highly organized and detail-oriented person for the position of Manager (Recruitment, Staffing, and Training).

The Legal Division is committed to providing excellent legal support to the Court while maintaining a collegial and collaborative work environment for staff. The Manager will facilitate these goals, assisting the Director of the Legal Division with preparation and administration of the budget to ensure optimal staffing of the office, and working closely with the Director and management team to ensure effective recruitment, hiring, assessment, and training of legal and administrative staff. The successful candidate for this position will have excellent interpersonal, organizational, and writing skills, as well as strong analytical, critical thinking, and problem-solving ability.

Representative Duties and Responsibilities:

- Provides substantial assistance and advice to the Director and the Legal Division management team in the formulation, assessment, and implementation of office policies, practices, and procedures in administrative matters, including recruitment, hiring, assessment, and training.
- Manages the recruitment, hiring, orientation, training, and evaluation of legal and support staff.
- Develops as necessary, manages, and administers recruitment programs for professional and administrative staff that produce broad and diverse pools of qualified candidates.
- Ensures fair and equitable implementation of the Legal Division's performance management program in accordance with Court and Administrative Office policies.
- Provides guidance to the management team and office staff on attendance and leave tracking matters; manages time and attendance, leave, telework, and recognition awards programs.
- Plans, organizes, and manages training activities, including program content and logistics.
- Researches and drafts court-related training manuals and materials for office staff.
- Drafts, designs, and revises office procedural manuals and any office wiki or web site as it pertains to hiring, training, and general office administration.
- Serves as Legal Division liaison with the Court's Automation and Technology department and the General Services Administration regarding technological, maintenance, and security issues.
- Assists the Director with preparation and administration of the Legal Division budget, as well as long-range and short-term financial planning with respect to hiring and staffing.
- Prepares for audits and any pre-audit review, provides assistance to auditors, and investigates and responds to any preliminary findings and recommendations.
- Serves as primary resource for the Legal Division on emergency preparedness issues, providing

training to new staff and ensuring that all staff are aware of Court and office procedures.

Qualifications:

Two years of specialized experience, including at least one year of experience at or equivalent to work at the CL-27 level, or completion of a master's degree or two years of graduate study at an accredited college or university in a field closely related to the subject matter of the position, are **required** for appointment at the CL-28 level. Two years of specialized experience, including at least one year of experience at or equivalent to work at the CL-28 level, are **required** for appointment at the CL-29 level. Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position. Four years of specialized experience at or equivalent to work at the CL-28 level are **preferred** for appointment at the CL-29 level. Management, human resources or financial/budgetary experience and a JD or master's degree are **strongly preferred** for appointment at the CL-29 level.

The incumbent must be able to communicate effectively, both orally and in writing, and to handle sensitive and confidential matters professionally. Attention to detail, initiative, and good judgment are critical. Demonstrated skill in the use of automated programs for presentations and report preparation is essential. A bachelor's degree from an accredited college or university and experience in federal judiciary hiring, staffing, and budget processes are desirable.

Benefits:

Federal benefits include paid vacation based on years of service, paid holidays, paid sick leave, health and life insurance plans, long-term care insurance, Federal Employees Retirement System, and Thrift Savings Plan (similar to 401K plan).

Conditions of Employment:

Must be a United States citizen or meet the requirements established by current appropriations law. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. The appointment is provisional and contingent upon the satisfactory completion of a background investigation. Direct deposit of pay is required. Some travel may be required.

Application Instructions:

Submit the following documents: (1) cover letter, (2) detailed resume, (3) list of three professional references with current contact information, (4) self-edited writing sample that demonstrates analytical ability, and (5) completed and signed AO-78, *Application for Federal Judicial Branch Employment* (version dated 10/09) on-line to: <https://www2.ca3.uscourts.gov/vacancyupload/ld081901.aspx>. The application form (AO-78) is available at www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment. Online documents must be in PDF format. Faxes will not be accepted.

The Court will only communicate with those qualified individuals who will be invited to interview. The Court reserves the right to modify or withdraw this vacancy announcement or to fill the position without prior written or other notice. If a subsequent vacancy of the same or a substantially similar position becomes available within a reasonable time of this announcement, the Director of the Legal Division may elect to select a candidate from the original qualified applicant pool.

The U.S. Court of Appeals is an Equal Opportunity Employer