Position Announcement

Director
Administrative Office of the United States Courts

The Director is appointed by the Chief Justice of the United States and serves as the chief administrative officer of the federal courts under the direction and supervision of the Judicial Conference of the United States.

The Director is responsible for the management of the Administrative Office with approximately 900 employees. He serves as advocate and liaison for the judicial branch in its relations with Congress and, in that role, the Director works with Congressional committees to secure the judiciary's annual appropriation and executes the judiciary's $6 billion dollar annual budget. The Director of the Administrative Office has numerous wide-ranging duties which include but are not limited to:

Directing the judiciary's legislative program and coordinating the judiciary's testimony at numerous Congressional committee hearings;

Acting as a liaison for the judiciary in matters involving executive branch departments and agencies.

Providing support for the Judicial Conference of the United States, serving as its Secretary and participating as a member of its Executive Committee;

Providing legal counsel to the judiciary and administrative support to about 2,000 judicial officers and 30,000 court employees;

Serving as a member of the Board of the Federal Judicial Center;

Performing numerous other duties as described generally in 28 U.S.C. § 604.

Candidates should have demonstrated leadership ability and experience in managing complex organizations. Prior leadership or management experience in both a legislative and legal environment is highly desirable, and a law degree would be a significant asset. Candidates should possess superior analytical and communication skills that would allow success in a diverse, national constituency consisting of judicial officers and court administrators.

The Director serves at the pleasure of the Chief Justice. A candidate, if selected, should expect to make a substantial multi-year commitment to the position. Traditionally, the salary has been that of a federal judge; but compensation is subject to further discussion and review. The Director may elect to participate in a special retirement program under 28 U.S.C. § 611(b). A substantial federal employee health and life insurance benefit package is also included.

Qualified applicants should submit a cover letter, detailed resume and a list of professional references. Complete applications should be received no later than close of business on February 15, 2006. Applications will be reviewed by the search committee appointed by the Chief Justice as they are received; however, applications will be kept confidential, and there will be no communication with references unless and until the matter has been discussed with an individual applicant. A FBI background investigation will be required to be successfully completed by the selectee. Applications should be sent by facsimile (202-479-3485) or overnight mail to:

Sally Rider
Administrative Assistant to the Chief Justice
Supreme Court of the United States
One First Street, N.E.
Washington, D.C. 20543

The federal judiciary is an equal opportunity employer.