

**UNITED STATES COURTS  
FIFTH JUDICIAL CIRCUIT**



Announcement # 2024-08

<b>Position Title:</b>	Chief Circuit Mediator
<b>Location:</b>	Circuit Mediation and Judicial Support Office, U.S. Court of Appeals for the Fifth Circuit - New Orleans, Louisiana
<b>Salary Grade/Range:</b>	JSP 16-17/\$168,577 - \$224,178 per annum. Salary will be commensurate with experience and qualifications.
<b>Closing Date:</b>	Monday, December 2, 2024

**Overview:**

The Judges of the United States Court of Appeals for the Fifth Circuit invite applications from qualified persons for the position of Chief Circuit Mediator. The Chief Circuit Mediator is a unit executive and senior manager who reports directly to the Chief Circuit Judge. The Chief Circuit Mediator supervises the Circuit Mediation and Judicial Support Office (CMJSO), which provides mediation services and assists in matters of judicial conduct and disability, attorney discipline, Criminal Justice Act (CJA) fee voucher review, case budgeting, pro bono representation, and local rule review. The office is comprised of two circuit mediators, a legal analyst, an administrative assistant, a circuit case budgeting attorney, a CJA administrative attorney, and a CJA analyst.

**Representative Duties:**

The Chief Circuit Mediator manages the Circuit Mediation Program, which facilitates settlement discussions among parties and their counsel in a wide range of civil appeals. Cases are selected for the program via invitations from the Chief Circuit Mediator, referrals from judges, and requests from parties. Mediators devise a settlement process that meets the needs of the participants by meeting virtually or in-person and facilitating negotiations, managing conflict, and promoting the parties' understanding of the ramifications of litigation. In addition, mediation services are provided to help resolve disputes between employees and employing offices of the courts of the circuit.

The Chief Circuit Mediator also oversees and guides the staff of the CMJSO, who provide the following services to the Chief Circuit Judge and the Fifth Circuit:

- Processing and providing initial analysis of complaints of judicial misconduct or disability. Mediators assist in the resolution of complex complaints.

- Assisting in the resolution of attorney discipline matters involving members of the Fifth Circuit Bar and CJA Panel.
- Processing and analyzing CJA vouchers submitted by counsel appointed to represent indigent criminal defendants, both in the court of appeals, and, when large (excess) amounts are involved, in the district courts. The Chief Circuit Mediator approves non-excess appellate vouchers, motions for interim payments, and requests for travel expenses for oral argument.
- Aiding with the development of budgets for major criminal cases in the district courts of the circuit as well as the court of appeals.
- Administering the Pro Bono Program in the court of appeals.
- Reviewing proposed local rule changes from the district and bankruptcy courts within the circuit and providing recommendations to the Fifth Circuit Judicial Council.

As a unit executive of the court of appeals, the Chief Circuit Mediator also participates in making upper-level policy and management decisions involving the operations and employees of the office.

**Qualifications:**

Candidates must be a graduate of a law school accredited by the American Bar Association and a member in good standing of the bar of at least one state, territorial, or federal court of general jurisdiction. Candidates must also have at least five years of progressively responsible experience as an attorney, including work relevant to the duties of the position, and be capable of managing other legal professionals. A minimum of ten years of legal work experience is strongly preferred.

**Application Procedure:**

Qualified candidates should submit a cover letter, resume, salary history, and three professional references by **Monday, December 2, 2024**, via email (as a single PDF only) to:

[court\\_vacancy@ca5.uscourts.gov](mailto:court_vacancy@ca5.uscourts.gov)

The Court anticipates that the Chief Circuit Mediator will enter on duty in February 2025 to provide a brief overlap with the incumbent, who retires in March 2025.

**Information for Applicants:**

Applicants must be U.S. citizens or meet the requirements under current law for working in the U.S. Funding is not available to support interviewee travel expenses. Positions with the U.S. Courts are excepted service appointments and “at will.” The initial appointment is provisional and contingent upon the satisfactory completion of a background investigation. Although not civil service employees, federal court employees share in most of the federal fringe benefit programs, including paid annual and sick leave, 11 paid federal holidays, health insurance, and life insurance, with optional vision and dental, flexible spending account program, federal retirement, and the Thrift Savings Plan (similar to a 401K plan). Relocation reimbursement may be available in some instances. Direct deposit of pay is required. The court also reserves the right to modify the conditions of this job, withdraw the job announcement, or to fill the position, any of which actions may occur without any prior written or other notice.

*The Fifth Circuit is an Equal Opportunity Employer.*