

UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS
625 Indiana Avenue, N.W., Suite 900, Washington, D.C. 20004

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 24-07
Issuing Date: 06-12-2024
Closing Date: 07-12-2024

Position: Deputy Executive Officer
Court Schedule: CS 15/16 (equivalent GS/JSP 15 and 16, salary range is 163,964 \$ to 204,000\$).

Note: Applicants applying for a 5 or 10-point preference must submit proof of their eligibility, along with their application, for the preference to be considered.

This appointment is made without regard to Title 5 governing appointments in the competitive service. All appointments are excepted service.

Condition of Employment: A background security investigation is required for all new hires. Appointment will be subject to the applicant's successful completion of fingerprinting and a background security investigation with favorable adjudication. Failure to meet these requirements will be grounds for termination.

Area of Consideration: Nationwide - *The Court does not pay relocation expenses.*

Duties and Responsibilities: The Deputy Executive Officer (DEO) is a senior manager reporting directly to the Clerk of the Court/Executive Officer. The DEO manages the day-to-day administrative operations of the Court and exercises direct supervision of the administrative services staff. The DEO manages, develops, and mentors subordinate managers responsible for budget and finance and information technology operations, as well as support staff performing procurement, space and facilities, property management, training, court security, and human resources functions. Establishes and leads Court planning processes within assigned areas of responsibility, monitors initiatives, sets and ensures timely accomplishment of project objectives and milestones; primary project manager for administrative support to periodic judicial conferences conducted in accordance with 32 USC § 7286. Analyzes and evaluates potential impacts of proposed and enacted legislation to advise the Clerk of the Court/Executive Officer, Chief Judge and managers about potential impacts on Court administrative operations and/or resources; provides input into the budget process and reviews and authorizes court purchases; senior procurement official responsible for policy and procedures that acquire goods and services and award timely and effective contracts in support of the Court's operational requirements. Ensures quality, accuracy and efficiency in work products and processes and provides guidance as required to achieve those ends. Ensures employees are provided the training and tools necessary to enable them to successfully perform their assigned duties within their areas of operation and in conformance with policies, procedures and internal controls. The DEO acts for the Clerk of the Court/Executive Officer in all administrative matters in his/her absence, and performs other duties as assigned.

Qualification Requirements: To qualify for the position of Deputy Executive Officer, a person must have at least a master's degree, or the equivalent, and must have the following experience:

CS/GS Grade Level	Years of General Experience	Years of Specialized Experience	Total Years of Experience
15	6	3	9
16	8	5	13

Note: One year of the required specialized experience must have been at, or equivalent to, the next lower grade in the Federal service.

General Experience: Progressively responsible administrative, professional, investigative, technical or other responsible work which provided an opportunity to gain: (a) a general knowledge of sound management practices and administrative processes; (b) skill in dealing with others in person-to-person work relationships; and c) the ability to exercise mature judgment.

Specialized Experience: Experience and a working knowledge of pay systems, fiscal law, information technology interactions, human resources, government interagency agreements, procurement processes and contracting officer responsibilities. Progressively responsible experience in administrative, supervisory, managerial, or professional work, which provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. The overall experience must also include a minimum of 3 years where the incumbent had progressively responsible, successful and substantial experience in a supervisory or management role.

Educational Qualifications: Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) from an accredited university in such fields as business or public administration, political science, law, management, or related field OR completion of a Juris Doctor (J.D.) degree from an accredited law school is required.

A J.D. from an accredited law school is highly preferred, as is federal or state judiciary experience. Other preferred qualifications include: familiarity with the Administrative Office of the U.S. Courts *Guide to Judiciary Policy* and court operations, experience with managing budget, finance, procurement, space and facilities planning, information technology, and experience handling personnel matters.

Knowledge of and progressively responsible experience in court or legal management, most importantly with expertise in finance, budget, procurement, information technology, space and facilities, and human resources.

NOTE: The selectee will be subject to a one-year probationary period.

Instructions for Applying: Applicants may apply by submitting the following documents:

- A resume,
- A letter of interest that highlights your motivation for applying for this position and special qualifications you believe would be beneficial to this organization, and
- A completed OF 306 (Declaration for Federal Employment).

If you are considered a finalist, you may be asked to submit a brief narrative that addresses your: (a) management style or philosophy, vision, and values; (b) relevant strengths and demonstrated experience as they relate to the duties and responsibilities of this position; and (c) personal experiences building effective working relationships and developing teams.

Please submit your application packet to:

Human Resources at employment@uscourts.cavc.gov

Please include the vacancy announcement number in the subject line. To be considered, you must submit a complete application package by 11:59 EST on the day the announcement closes.

If you need a copy of the OF 306, please go to www.opm.gov (click on "Quick Index" and then on "Forms") or contact Ms. Childs on 202-501-5970 ex.1024.

The United States Court of Appeals for Veterans Claims is an equal opportunity employer. Applicants will receive consideration without regard to race, color, age, sex (including pregnancy), gender identity, sexual orientation, religion, marital status, national origin, disability, or political affiliation.