

Vacancy Announcement
Med 01- 0114
UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT

Announcement Date: **January 6, 2014**

Position Title: **Mediation Administrator**

Location: **Philadelphia, PA**

Closing Date: **Open Until Filled**. Preference given to resumes received by 01/29/ 2014.

Classification Level: **CL 24/25/26 (\$36,653 - \$72,493)**. Classification level at appointment based upon qualifications and experience. Salary range subject to change upon receipt of CY 2014 pay table.

Position Overview

This position is located in the Appellate Mediation Office of the Third Circuit Court of Appeals. The incumbent schedules mediation conferences, maintains the office's case tracking system, maintains the mediation conference calendar, manages time and attendance records, monitors case progress and deadlines, receives and reviews cases from Clerk's Office for possible mediation, confers with the Chief Circuit Mediator regarding acceptance of cases for mediation, and communicates with counsel, as well as with all Circuit offices. The incumbent routinely deals with highly confidential and sensitive information.

Duties and Responsibilities

- Develops and maintains calendar for Chief Circuit Mediator and Circuit Mediator.
- Maintains office's case tracking system. Enters and maintains statistical data for monthly reports; prepares charts for monthly reports to circuit judges.
 - Issues notices to counsel and necessary parties regarding conference dates, times and requirements of conference; enters case and counsel information into data base. On a daily basis, works with counsel in scheduling, explaining, and negotiating deadlines.
 - Confers with and responds to requests from counsel regarding conference procedures and rescheduling; consults with Chief Circuit Mediator regarding adjustments and rescheduling.
 - Constantly reviews dockets for new or pending procedural matters, including counsel changes, motions and related matters; monitors final disposition of settled cases to ensure that all appropriate orders are entered; interacts on a daily basis with staff in the Clerk's office regarding various aspects of the case.
 - Receives and examines correspondence and motions; confers with Chief Circuit Mediator regarding responses; prepares correspondence to the court and counsel; independently prepares correspondence regarding case procedures, deadlines and processing.
 - Prepares and processes correspondence confirming settlement of cases; follows-up with counsel and Clerk's office to ensure docketing of stipulations to dismiss cases per the parties' settlement agreement.
 - Communicates with senior judge mediators and their personnel regarding cases assigned to senior judges for mediation.
 - Communicates with Clerk's and judge's offices regarding settlement of cases on the oral argument calendar or cases already argued.
 - Evaluates and improves procedures and forms for efficient handling of all aspects of the office. Manages the office when the Chief Circuit Mediator is out of the office.

Qualification Requirements

A high school diploma, or equivalent, is required. At least two years of general office experience or other work that indicates the possession of, or the ability to acquire, the necessary knowledge and skills. One year of specialized experience at or equivalent to the next lower grade

in federal service is required. However, a minimum of five years specialized experience is preferred, two of which involve a working knowledge of federal court procedures. The ideal candidate will possess experience as a legal secretary or office manager, have the ability to perform office management with minimal supervision, have knowledge of Microsoft Excel, demonstrate strong initiative and a willingness to accept responsibility, demonstrate familiarity with federal court operations, various stages of case management, and cm/ecf, and possess a strong educational background. A successful applicant must be highly self-motivated and must possess strong organizational skills, the ability to work in a team environment, and the ability to communicate effectively, both orally and in correspondence and email communication.

Benefits

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

Conditions of Employment

Must be a United States citizen, or must 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. Employees will be hired provisionally pending the results of a fingerprinting background check. Direct deposit of pay is required.

Application Instructions

Submit résumé, cover letter, and references to medadmin@ca3.uscourts.gov.

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