



UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT

VACANCY ANNOUNCEMENT

Position Title:	Interior Designer
Vacancy Number:	CE-26/1
Position Information:	Full-Time, Permanent
Location:	Philadelphia, PA
Classification/Salary:	CL-28 (\$78,879 - \$128,256) <i>based upon qualifications and experience.</i>
Opening Date:	January 28, 2026
Closing Date:	Open until filled; priority given to applications received by February 11, 2026.

Position Overview

The Circuit Executive's Office for the Third Circuit Court of Appeals in Philadelphia, PA, is accepting applications for an Interior Designer. The Interior Designer is primarily responsible for assisting the Space and Facilities Department in developing designs for finishes, furniture selections, and coordinating the purchase and installation of these designs. The work is associated with both renovation projects and new space projects. Projects range from small to large scale installations. The Circuit Executive's Office supports the Court of Appeals, district courts and bankruptcy courts within the Third Circuit, which includes Delaware, New Jersey, Pennsylvania, and the U.S. Virgin Islands.

Duties and Responsibilities

The Interior Designer's responsibilities include designing and documenting interior space layouts for projects; programming and space planning options for review by senior court executives and various court committees; creating bid packages for furniture procurements; reviewing proposals to ensure they meet specifications; developing project budgets; maintaining furniture inventories and disposal records; managing assigned construction projects; assisting in the review of design and construction drawings, specifications, schedules, and cost estimates for compliance with various regulations; fostering relationships with furniture and material vendors; and maintaining a resource library. The Interior Designer interacts with judges, senior court executives, chambers staff, other court personnel, and employees of the Administrative Office of the United States Courts.

Qualifications

Applicants must possess a bachelor's degree in interior design or a related field; at least five years of post-college experience in design; proven proficiency in AutoCAD, Microsoft Word, and Excel; experience with three-dimensional modeling programs such as SketchUp; the ability to understand construction documents and blueprints; and be a self-starter who can develop and manage projects. Qualified applicants should also possess a deep knowledge of all aspects of interior design; a thorough understanding of applicable building codes, policies, and procedures; superior skills in designing, renovating, and altering office spaces; outstanding written and oral communication abilities; strong project management, organizational, and interpersonal skills; and the ability to develop creative and practical solutions to design and budgeting issues.

Benefits

The Third Circuit Court of Appeals offers a generous benefits package, competitive salary, and a dedication to work/life balance, including flexible schedules and telework opportunities, as well as:

- Eleven (11) paid federal holidays
- Paid annual leave (13 days/year for the first 3 years, increases with tenure)
- Paid sick leave (13 days/year)
- Retirement benefits under the Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP) (401-k equivalent)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Flexible Benefits Program (pre-tax Healthcare and Dependent care expenses)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Commuter Benefit Program (pre-tax mass transit and parking)
- Transit subsidy program
- Employee Assistance Program (EAP)
- Student Loan Forgiveness for Public Service Employees

Conditions of Employment

You must be a U.S. citizen or [eligible for employment in the United States](#). 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 fingerprinting and an FBI background check. Direct deposit of pay is required.

How to Apply

Applicants must submit a **single PDF document** containing a cover letter and resume via e-mail to CE-Vacancy@ca3.uscourts.gov. In the subject line of the e-mail, include “CE-26/1”. The Court will only communicate with those qualified individuals who will be invited to interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. The U.S. Court of Appeals is an Equal Opportunity Employer.