

# *UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT*



## **POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO.:** CAFC-18-08

**OPEN:** July 9, 2018  
**CLOSE:** July 27, 2018

**POSITION TITLE, GRADE AND SALARY:** Management Analyst  
CL-25 (\$44,971 - \$56,233)  
Salary determined by qualifications and experience  
Promotion up to the CL-27 may occur without further posting or competition

**LOCATION OF POSITION:** United States Court of Appeals for the Federal Circuit  
717 Madison Place, N.W.  
Washington, D.C. 20439

### **About the Court**

The United States Court of Appeals for the Federal Circuit was established under Article III of the Constitution on October 1, 1982. The court was formed by the merger of the United States Court of Customs and Patent Appeals and the appellate division of the United States Court of Claims. The court is located in the Howard T. Markey National Courts Building on historic Lafayette Square in Washington, D.C.

The Federal Circuit is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. Appeals to the court come from all federal district courts, the United States Court of Federal Claims, the United States Court of International Trade, and the United States Court of Appeals for Veterans Claims.

The court also takes appeals of certain administrative agencies' decisions, including the United States Merit Systems Protection Board, the Boards of Contract Appeals, the Patent Trial and Appeal Board, and the Trademark Trial and Appeal Board. Decisions of the United States International Trade Commission, the Office of Compliance, an independent agency in the legislative branch, the Government Accountability Office Personnel Appeals Board, and the Department of Justice Bureau of Justice Assistance also are reviewed by the court.

### **Position Overview**

The Management Analyst provides project management and program support to court operations; assists with data analytics related to court operations; writes and updates internal and external documents, procedures, policies, and web content; and performs end-user testing and support for our case management data system (CM/ECF). The Management Analyst reports to the Data Quality and Program Manager in the Clerk's Office.

**Responsibilities of the Management Analyst include, but are not limited to:**

Assist with project management and the development of office projects and initiatives, including reviewing suggested operational changes; gathering input and ideas related to program development; analyzing data and recommending changes designed to improve overall quality, quantity, and efficiency of court operations; and assisting with developing project plans and implementing initiatives.

Assist with the collection, review, audit, and analyzing of data and information, such as court operations and activities and other similar statistical data. Produce a variety of reports based on historical and current data, including statistics on court operations and similar information.

Participate in developing, writing, and revising policies, processes, procedures, guides, manuals, forms, and other documents in support of administrative, operational, and judicial areas of the court, and for use by judges, court staff, the bar, and the public. Ensure all applicable documents, guides, manuals, and forms are kept up-to-date.

Work closely with subject matter experts to document processes, create end user documentation, web content (Intranet and Internet), technical manuals, training manuals, and presentation content.

Perform end-user testing on enhancements to the court's electronic case management system (CM/ECF), documenting any issues for follow-up by the programming staff, and for updating procedural documentation.

Provide public end-user technical support for using the court's electronic case management systems.

Draft and revise public web content and other communications. Recommend enhancements to public and internal websites, including SharePoint sites, to ensure ease of use and accessible content for court staff, the bar, and the public.

Assist with the identification of local training needs and related staff development efforts.

Assist with internal reviews and/or data quality reviews for the Clerk's Office.

Other duties, including backup coverage, as assigned.

**Minimum Qualifications**

Completion of the requirements for a bachelor's degree from an accredited college or university.

**Preferred Academic Qualifications**

- Undergraduate major in business or public administration
- Superior academic achievement, defined as
  - a. An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
  - b. Standing in the upper third of the class;
  - c. "3.5" average or better in the major field of study, such as business or public administration, human resources management, or a related field that would prepare a candidate well to perform in this position; or
  - d. Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies

**Preferred Skills and Experience**

- Experience in project management, using SharePoint, and using Excel and other Office 365 applications
- Coursework or experience in data analytics and metric analysis
- Strong writing and editing skills
- Intern or work experience in an office environment

### **Application Process and Information**

For consideration, please prepare a cover letter, writing sample, and resume (**combined into one single PDF file**). Once you have the file ready and accessible, follow the link below to complete the online application and attach your file when prompted:

<https://www.ondemandassessment.com/link/index/JB-CTCH3B5UL>

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: [hr@cafc.uscourts.gov](mailto:hr@cafc.uscourts.gov)

### **Other Information**

Only those applicants selected for an interview will be contacted and must travel at their own expense; except that reimbursement for travel may be available during the final stages of the interview process. Reimbursement for relocation is not available.

The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

Employees of the United States Court of Appeals for the Federal Circuit are excepted service appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U. S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

*The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.*