

**UNITED STATES COURT OF APPEALS
ELEVENTH JUDICIAL CIRCUIT**

Position Title:	Chief Circuit Mediator
Location:	On-site in Atlanta, Georgia or Miami, Florida
Opening Date:	March 18, 2025
Closing Date:	April 18, 2025 (or until filled)
Annual Salary Range (JSP 16):	Atlanta pay scale - \$181,672 - \$236,174 Miami pay scale - \$182,963 - \$237,853 Starting salary dependent upon qualifications, experience, and court funds.

The United States Court of Appeals for the Eleventh Circuit invites applications for the position of **Chief Circuit Mediator**. **This position is located on-site in Atlanta, Georgia or Miami, Florida.** Applications are being accepted through **April 18, 2025**, or until the position is filled.

To apply, please send an application packet that includes (1) a cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources; (2) a resumé detailing background, qualifications, and experience in mediation; (3) a three-page to five-page self-edited writing sample; and (4) a certificate of good standing as a member of the appropriate bar. Application packets should be emailed **in one single PDF attachment** to human_resources@ca11.uscourts.gov. Please indicate “Chief Circuit Mediator” in the subject line.

The selected candidate will be subject to a background investigation as a condition of employment.

POSITION SUMMARY: The Chief Circuit Mediator is an executive position with legal and administrative responsibilities. The Chief Circuit Mediator, who serves under the direction of the Chief Judge and the Circuit Executive of the Eleventh Circuit, presides at mediations in civil appeals and oversees the work of professional staff in two offices within the Eleventh Circuit. The primary purpose of circuit mediation is to settle appeals and any related cases. This position is located in the Kinnard Mediation Center.

DUTIES AND RESPONSIBILITIES:

The Chief Circuit Mediator directly supervises circuit mediators whose duties include: leading discussions of procedural and substantive legal issues; conducting analyses of an appeal’s settlement value; probing each party’s interest in an effort to help the parties create and explore alternatives to continued litigation; managing all administrative functions for the Kinnard Mediation Center involving personnel, statistical reporting, automation, fiscal, procurement, and budget; establishing and enforcing operating procedures and standards; developing organizational goals and objectives; and performing other functions and special projects within the Eleventh Circuit as assigned.

REQUIREMENTS: Applicants must possess at least ten years of increasingly responsible administrative and managerial experience in court or executive management that demonstrates thorough knowledge of the basic concepts, principles, and theories of management; the ability to understand the managerial policies applicable to the court; the ability to exert strong leadership in the mediation program, which is a vital component of the appeal process; and the ability to deal tactfully with high level members of the public and private sectors. At least three years of experience must have been in a position of substantial management responsibility.

In addition, five years of progressively responsible legal work experience in the practice of law, legal research, legal administration, or equivalent experience received after graduation from law school is required.

REQUIRED QUALIFICATIONS AND SKILLS:

- Graduation from an accredited law school, practice before the highest court of a state or territory of the United States, and at least ten years of post-graduate experience, *a substantial portion of which involved trial and appellate work in federal courts*, and active membership in good standing in the bar of the highest court of a state or the District of Columbia;
- Significant training and experience in mediation;
- Knowledge of and experience working with the Federal Rules of Civil Procedure and the Federal Rules of Appellate Procedure;
- Thorough knowledge of all aspects of civil law and legal procedures;
- A comprehensive understanding of the dynamics, costs, impacts, and strategies of the litigation process;
- The ability to analyze complex legal and practical aspects of an appeal;
- An aptitude for collaborative problem-solving and consensus building processes;
- The ability to deal persuasively and tactfully with strong-willed and sophisticated counsel and parties and to develop creative and practical solutions in appeals involving a wide range of disputes and personalities;
- The ability to work independently without supervision, exercising judgment and discretion to maintain party confidences, control direction of negotiations, and modify the subsequent course of proceedings;
- Ability to conduct mediations via Zoom, Microsoft Teams, or other secure video conferencing platforms;
- Demonstrated ability to lead with a vision, develop and execute strategic plans, and foster effective working relationships.

PREFERRED QUALIFICATIONS AND SKILLS:

- Knowledge of digital scheduling programs and automation;
- Experience using technology to streamline workflows and improve efficiency;
- Ability to implement AI-driven scheduling for mediation sessions via court-approved portals; and
- Experience implementing digital transformation projects to modernize mediation processes.

ADDITIONAL INFORMATION: The United States Court of Appeals for the Eleventh Circuit is headquartered in Atlanta, Georgia. The Eleventh Circuit encompasses the states of Alabama, Florida, and Georgia. Appellate filings originate from decisions of federal district and bankruptcy courts and administrative agencies within the circuit.

CONDITIONS OF EMPLOYMENT: Applicants must be United States citizens or eligible to work for the federal government. All applicant information is subject to verification. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. Selectees to high-sensitive positions such as this must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. It is the policy of this court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All court employees are required to adhere to the [*Code of Conduct for Judicial Employees*](#). Employees of the United States Circuit Court are considered “at-will” employees, and, as such, may be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to federal court employees. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	11 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP) and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses, and (2) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community-based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 “steps.” Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to “401(k)” plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.
PUBLIC SERVICE LOAN FORGIVENESS EMPLOYEES	Available for those that qualify for forgiveness of the remaining balance due on their eligible federal student loans while employed full time.
EMPLOYEE ASSISTANCE PROGRAM (EAP) AND WORK/LIFE SERVICES PROGRAM	<p>EAP offers Judiciary employees, and their family members free counseling services, financial assistance, and basic legal services. These services are confidential and are provided by licensed professionals.</p> <p>The Work/Life Services Program (WorkLife4You) offers Judiciary employees, and their family members expert guidance, educational information, personalized referrals, and access to a vast array of interactive tools to assist with managing daily responsibilities and life events.</p>

(revised 10/2021)