

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	Circuit Mediator
Location:	On-site in Atlanta, Georgia
Opening Date:	August 1, 2025
Closing Date:	August 29, 2025 (or until filled)
Annual Salary Range (CL-31):	\$123,915 – \$195,200 Starting salary dependent upon qualifications, experience, and court funds.

The Kinnard Mediation Center (KMC) of the U.S. Court of Appeals for the Eleventh Circuit is accepting applications for the position of **Circuit Mediator**. This position is **located on-site in Atlanta, Georgia**. Applications are being accepted through **August 29, 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. Application packets should be emailed **in one single PDF attachment** to human_resources@ca11.uscourts.gov. Please indicate “Circuit Mediator” in the subject line.

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

Reimbursement for expenses associated with interview(s) and/or relocation is not available.

POSITION SUMMARY: The Circuit Mediator presides at mediations in civil appeals. The primary purpose of circuit mediation is to settle appeals and any related cases. The Circuit Mediator is responsible for leading discussions of procedural and substantive legal issues involved in an appeal, conducting analysis of an appeal's settlement value, and probing for each party's interest in an effort to help the parties create and explore alternatives to continued litigation. This position performs sensitive and sophisticated mediation and must have exceptional legal skills and experience. The Code of Conduct for Judicial Employees prohibits otherwise engaging in the practice of law while employed by the judiciary except in certain limited situations.

DUTIES AND RESPONSIBILITIES:

- Serve as mediator and resolve cases through facilitated negotiations. Initiate, organize, and conduct conferences, in person or by telephone, to mediate the settlement of claims. Narrow issues through discussions with counsel and parties. Manage conflict between the parties. Assist parties to create and explore concerns and develop an understanding of their respective needs and interests. Review, analyze, and evaluate merits of the case, share evaluation with counsel and parties. Review court pleadings, docketing statements, briefs, mediation statements, and case law in preparation for the mediation conference or during the course of settlement negotiations. Assist counsel in drafting settlement agreements. The incumbent receives administrative support through the Chief Circuit Mediator (unit executive).
- Answer questions about mediation. Educate the public and bar about court mediation programs. Mediate cases referred by panel of judges or other court staff.

- Contribute information for the preparation of statistical reports concerning the referral and disposition of cases, as needed.
- Have primary responsibility for administrative management of assigned cases.
- May conduct special projects at the direction of the Chief Circuit Mediator.
- Perform other functions within the KMC as assigned.

REQUIREMENTS:

- Graduation from an accredited law school, and at least three years of post-graduate experience, a significant portion of which involved trial and appellate work in federal courts.
- 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.

CONDITIONS OF EMPLOYMENT: Applicants must be United States citizens or eligible to work for the federal government. All applicant information is subject to verification. The appointment is provisional and contingent upon the satisfactory completion and approval of a background check with periodic updates. 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 a *Code of Conduct for Judicial Employees*, copies of which are available upon request. Employees of the United States Circuit Courts 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. The Federal Financial Reform Act requires direct deposit of federal wages for court employees.

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>