

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

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| Position Title: | Interior Designer (Procurement and Facilities Specialist) |
| Location: | Atlanta, Georgia (On-site) |
| Opening Date: | March 16, 2026 |
| Closing Date: | April 13, 2026 (or until filled) |
| Annual Salary Range (CL-27): | \$63,166- \$102,680 Starting salary dependent upon qualifications, experience, and court funds. |
| Maximum Salary Potential (CL-28): | \$123,086 |

The Circuit Executive’s Office of the U.S. Court of Appeals for the Eleventh Circuit is accepting applications for the position of **Interior Designer (Procurement and Facilities Specialist)**. Applications are being accepted through **April 13, 2026**, or until the position is filled. This is an on-site position located in Atlanta, Georgia.

A cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources, a resume detailing background, experience, and qualifications should be emailed **in one single PDF attachment** to human_resources@ca11.uscourts.gov. Please indicate “**Interior Designer**” in the subject line.

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

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

POSITION SUMMARY. The Interior Designer (Procurement and Facilities Specialist) reports directly to the Assistant Circuit Executive (ACE) for Space and Facilities. The principal responsibilities of the position are interior design, procurement, project management, and facilities maintenance coordination within the Court of Appeals for the Eleventh Circuit: Alabama, Florida, and Georgia. Occasional overnight travel within the circuit required.

DUTIES AND RESPONSIBILITIES:

- Make recommendations to court officials, through oral and written presentations, regarding the selection, quality, color, and design of furniture, window coverings, fixtures, finishes, and accessories in keeping with policy, regulations, budgetary considerations, and the end user’s personal preference.
- Design and prepare AutoCAD drawings showing space and furniture layouts for renovated space and new construction for judicial officers and court support offices; may also provide space and furniture layouts for special events and meetings.
- Contact vendors and discuss specific commodity requirements; negotiate costs, secure competitive bids, and draft purchase orders based on cost effectiveness for the court.
- Follow judiciary procurement guidelines and documentation requirements; work with other staff members to initiate, process, and receive a large volume of procurement needs.

- Assist in the review of construction documents provided by the General Services Administration (GSA) and consulting architects and interior designers to determine whether they are suited to the needs of the court.
- Work with consultants to ensure that costs of all furniture and equipment selected by the consultant fall within the court's procurement policies. Assist consultants with furniture and equipment specifications as requested.
- Coordinate and schedule the delivery of new furniture, equipment, and window treatments, and supervise the installation of these items. Secure bids for, coordinate, and supervise furniture moves during office hours, as well as after office hours.
- Assist in the planning, coordination, and supervision of facilities renovations and cyclical replacement projects with the GSA or outside vendors.
- Solicit quotes for, coordinate, and supervise the repair of court furniture, appliances, equipment, and special cleaning requests in judges' chambers and other court-owned spaces during normal business hours, as well as after hours.
- Prepare budgets for assigned projects for court approval. Maintain an accounting of all monies expended as well as the amount remaining in the current budgets for furniture and furnishings.
- Prepare periodic reports of status of projects and/or funding requirements.
- Assist in the preparation of annual budget for furniture and furnishings.
- Assist and coordinate with the Custodial Officer who maintains the circuit-wide master personal property record, which includes furniture.
- Communicate with the ACE for Project Management and building security to coordinate parking and security for facilities work and furniture deliveries.
- Perform other functions within the Circuit Executive's office as assigned.

REQUIREMENTS: Candidate must have strong project management skills; ability to analyze construction documents; software skills, including AutoCAD and Microsoft Office; and demonstrated ability to perform furniture selection and procurement functions. Also, the candidate must have the ability to learn about the court units and their operations, as well as the ability to learn and apply judiciary policies and procedures set forth in the *Guide to Judiciary Policy*.

The candidate must possess excellent grammar, strong written and oral communication skills, organizational skills, and interpersonal and analytical skills. The substantial amount of interpersonal communication required in the fulfillment of the duties and responsibilities of the position makes it necessary that the candidate manifest the highest degree of professionalism, poise, courtesy, and tact. The candidate must be able to communicate and work collaboratively with staff from all areas of the Court of Appeals for the Eleventh Circuit. The candidate must have the ability to consistently demonstrate integrity and sound ethics, exercise mature judgment and comply with the *Code of Conduct for Judicial Employees* and maintain strict confidentiality of all court matters. The candidate must have the ability to perform occasional physical work such as lifting and moving of files, materials, furniture, and equipment (up to approximately 50 pounds). This position requires extended walking and standing on occasion.

REQUIRED QUALIFICATIONS:

- A minimum of three years of specialized experience in interior design and furniture procurement or a related field. Specialized experience includes progressively responsible professional or administrative experience related to interior design, procurement, and move coordination.
- A two-year associate degree or higher from an accredited college or university.

PREFERRED QUALIFICATIONS:

- A four-year degree in interior design or a related field from an accredited college or university.
- Experience working in a legal and/or court environment, particularly appellate courts and/or federal courts is desirable.

CONDITIONS OF EMPLOYMENT: Applicants must be a United States citizen 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. Employees are required to use 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:

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| 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)