



UNITED STATES OF AMERICA  
JUDICIAL PANEL ON MULTIDISTRICT LITIGATION  
ONE COLUMBUS CIRCLE, NE  
RM. G-255, NORTH LOBBY  
WASHINGTON, D.C. 20544  
Website [www.jpml.uscourts.gov](http://www.jpml.uscourts.gov)

## VACANCY ANNOUNCEMENT

---

**Position:** Operations Support Specialist (Statistical Analyst)  
**Vacancy Announcement Number:** 19-03 JPML-OSS(SA)  
**Location:** Washington, District of Columbia  
**Salary Range:** CL-27/28 (\$55,645-\$108,445)  
**Date Posted:** May 17, 2019  
**Closing Date:** Open until filled (Preference given to applications received by June 7, 2019)

---

### **Position Overview**

This position is located in the Clerk's Office of the United States Judicial Panel on Multidistrict Litigation (the Panel). The incumbent reports to the Chief Deputy Clerk. The Statistical Analyst monitors, compiles, researches, analyzes, and reports case-related and other statistics relevant to the mission of the Panel. The incumbent ensures accurate and timely completion of statistical reports and compliance with statistical reporting guidelines, policies and procedures. The incumbent also provides administrative support to the Panel legal staff and works with major national system(s) and those developed or customized for the Panel's use.

The Panel is a statutory national court under federal jurisdiction and is governed principally by 28 U.S.C. § 1407. It was created by Congress in 1968. The statute provides that the Panel shall consist of seven Article III judges appointed by the Chief Justice, each of whom must reside in a different Circuit. The statute gives the Panel the authority to "centralize" related actions pending in different districts by ordering the transfer of all such actions into a single district for pretrial management. The Panel is headquartered in Washington, D.C.

### **Representative Duties**

Duties to be performed include, but are not limited to the following:

- Review existing data for errors and perform or recommend edits and corrections.
- Produce, maintain, summarize, and distribute case-related and multidistrict litigation activity related statistical reports.
- Compile, organize, and document (including data from the Panel's case management and electronic filing system (CM/ECF)) and prepare statistical tables, charts, and graphic displays and presentations.
- Analyze qualitative and quantitative data and contribute to reports and publications based on that data.
- Assist in the preparation of reports that describe multidistrict litigation activity (including trends and historical comparisons) and that assess the impact of Panel decisions.
- Assist in the preparation of databases, writing and executing computer program code and working with large data files.
- Respond to statistical requests from courts, attorneys, law professors, and the public.
- Perform research using Westlaw and LexisNexis.

- Perform support or administrative tasks as needed, including with respect to Panel hearings and conferences, and for the Panel Executive and Panel staff attorneys.

### **Required Qualifications**

- Candidate must have a bachelor's degree from a college or university of recognized standing and a minimum of three years of progressively responsible administrative, technical, or professional experience.
- Knowledge of or experience with general statistical principles and automated statistical systems and software (i.e., SAS, SPSS, or STATA).
- Experience in collecting, entering, documenting, or editing original data.
- Experience with manipulating and analyzing quantitative data.
- Knowledge of or experience with quantitative analyses techniques, such as descriptive and inferential statistics.
- Proficiency using Microsoft Word, or comparable word processing software, specifically editing text as well as creating and/or inserting tables, charts, and other objects into text.
- Experience using EXCEL or a comparable spreadsheet software program, specifically creating or editing tables and charts and using formulas.
- Experience using PowerPoint to make presentations which include data graphics.
- Skill in reviewing procedures, policies, and manuals and recommending improvements.
- Ability to work well in a team setting.

### **Preferred Qualifications**

- Experience performing data analysis using civil case related data (to include CM/ECF).
- Knowledge of judiciary policies, practices, regulations, and terminology related to court administration.
- Advanced SAS programming experience (e.g., working with macros and/or using SAS datafiles to auto-fill tables in Excel or Word).

### **Pay System and Benefits**

The Judicial Panel on Multidistrict Litigation falls within the Judicial Branch of the U.S. Government. Panel employees are "Excepted Service Appointments". Excepted Service Appointments are "At-Will" and can be terminated with or without cause by the Panel at any time. Federal Government Civil Service classifications or regulations do not apply. Panel employees are subject to mandatory Electronic Funds Transfer (EFT) for payroll deposit.

Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, a Flexible Benefits Program which includes medical and dependent care reimbursement, and transit subsidy program.

### **Selection Process**

Only qualified applicants will be considered. Incomplete applications may not be considered. The Panel does not pay travel expenses for interviews. The Panel reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior written or other notice. All information provided by applicants is subject to verification and background investigation. False statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

## **How to Apply**

Send all attachments in one email message. All attachments must be in Adobe Acrobat (.pdf) format.

Applications must be received by: June 7, 2019.

Email address: *JPML-Clerk@jpml.uscourts.gov*

Subject Line: 19-03 JPML-OSS(SA)

Attachments: (1) Cover letter, (2) Resume, (3) Contact information for three professional references, and (4) Completed "Application for the Judicial Branch Employment" ([AO 78](#)).

The cover letter must be less than three pages. Your application should include all required documents as one complete PDF attachment.

Questions may be addressed to Glenda Magruder, Administrative Officer, at (202) 502-2800.

The Federal Courts practices zero tolerance for illegal drug use.

Those applicants selected for further consideration may be subject to testing.

Applicants must be a United States Citizen or eligible to work in the United States.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.