



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

VACANCY ANNOUNCEMENT

Position:	Panel Executive
Vacancy Announcement Number:	24-01_JPML-PE
Location:	Washington, District of Columbia
Salary Range:	JSP-17 (\$220,853-\$243,300)
Date Posted:	May 20, 2024
Closing Date:	June 10, 2024

Position Overview

The United States Judicial Panel on Multidistrict Litigation 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 Executive manages the operations of the Panel and reports to the Chairman of the Panel.

Representative Duties:

The Panel Executive's duties include, but are not limited to the following:

- Serves as the chief executive officer of the Panel;
- Serves as the chief legal and executive management counsel to the Chairman of the Panel and the other Panel judges;
- Manages and oversees the day-to-day operation of the five staff attorneys and approximately eighteen clerks's office personnel;
- Oversees the budget formulation and execution, human resources, information technology, procurement, and finance programs of the Panel;
- Supervises the Clerk of the Panel, who has delegated authority for managing the programmatic areas and who supervises the operations of the Clerk's office;

- Oversees the execution of the decisions and policies of the Chairman of the Panel and the other Panel judges;
- Formulates Panel policies within the framework of broader Panel decisions, precedent, statutes, and rules;
- Supervises the Panel staff's nationwide interaction with the judiciary, the bar, and the general public;
- Supervises research concerning the effectiveness of the Panel procedures, the practices of its transferee judges, and the administration of MDL cases;
- Performs such other functions and duties as may be assigned by the Chairperson of the Panel;

Qualifications:

Experience - A minimum of 10 years of progressively responsible administrative experience in public service or business which provides a thorough understanding of organizations, procedural and human aspects in managing an organization. At least three of the 10 years' experience must have been in a position of substantial management responsibility. An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.

Education - Applicants must hold a J.D. degree and be a member of the bar of a state, territorial or federal court of general jurisdiction. You must have legal work experience which is defined as progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

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. This position is classified under the Judiciary Salary Plan (JSP-CUE). 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.

Background Check:

An incumbent not already employed by the Judiciary will be considered provisional pending successful completion of a ten-year full-field OPM background investigation. Every five years, thereafter, the position requires an updated investigation. Employees must adhere to the Code of Conduct for Judicial Employees, which is available upon request.

Selection Process

Only qualified applicants will be considered. Incomplete applications may not be considered. The Panel does not pay travel expenses for interviews. Relocation expenses for the selected candidate may be applicable and are negotiable. The Chairman of 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 Word (.doc) or Adobe Acrobat (.pdf) format.

-Applications must be received by June 10, 2024.

-Email address: *Caldwell_chambers@kyed.uscourts.gov*

-Subject Line: 24-01_JPML-PE

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 three pages or less and should describe the depth of your management experience in staffing, budget and project management, human resources, procurement, and information technology. It also should describe any other skills and training that qualify you to perform the duties of the Panel Executive.

The resume should include years of specialized managerial experience, dates of employment, salary history, functions managed and composition of the personnel managed.

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 JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER.