UNITED STATES COURTS
EIGHTH CIRCUIT

VACANCY ANNOUNCEMENT

Position Title: Assistant Circuit Executive for Space and Facilities

Posting Date: June 12, 2026 (Revised June 15, 2026)

Location: Circuit Executive Office, St. Louis, Missouri

Salary Range: CL 30 ($103,156 - $167,684) depending on experience and qualifications, with promotion potential to CL 31

Closing date: Open until filled; preference will be given to applications received on or before Wednesday, July 15, 2026. The anticipated start date for this position will be October 1, 2026.

Organization Overview

The Office of the Circuit Executive for the United States Courts for the Eighth Circuit is accepting applications for the position of Assistant Circuit Executive (ACE) for Space and Facilities. This position is within the Office of the Circuit Executive which is located in the Thomas F. Eagleton Courthouse in St. Louis, Missouri.

The Office of the Circuit Executive provides policy development, administrative, technical and staff support to (1) the Eighth Circuit Judicial Council, a governing board of federal judges with jurisdiction over the federal courts of seven mid-western states and ten judicial districts; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Eighth Circuit; and (4) as requested, to the various court units within the Eighth Circuit. The Eighth Circuit, headquartered in St. Louis, Missouri has a jurisdiction over ten districts in seven states. This unit manager position within the Office of the Circuit Executive may include leading and supervising professional administrative staff.

Representative Duties and Responsibilities

Represents the Eighth Circuit judiciary in all phases of courthouse development and alteration, including professional guidance in the areas of programming, design and construction. Ensures compliance with federal policy and regulations; provides leadership and professional assistance in the resolution of facilities issues; proposes strategies and policies to improve space delivery systems and coordinates courthouse security issues. Serves as liaison with the Administrative Office, GSA and the Eighth Circuit courts on national issues affecting courts and oversees support for and/or development of space and facilities and courthouse security projects throughout the Circuit.

Required Experience

At least ten years of successful management, consulting or supervisory experience in all facets of major project development, including long range planning, design development, policy formulation and space management oversight. This experience must have included:

- Managing major space and facilities construction projects.
- Initiating and implementing innovative ideas and programs.
- Participation as a principal in developing and facilitating policy at a corporate, institutional or equivalent level.
- Analyzing and negotiating contracts.
- Facilitating resolution of planning, design and construction issues and logjams.

Required Qualifications

- Ability to creatively assemble/structure new projects to meet the needs of the courts and the ability to undertake both personally, and through staff, the necessary steps to develop them.

- Ability to communicate effectively, both orally and in writing to explain technical and administrative issues. Make presentations, write reports and provide written justifications on issues and problems.

- Ability to supervise a professional staff. This includes sufficient technical subject matter knowledge to schedule and prioritize the work of subordinates, foster teamwork, provide performance evaluations and motivate staff.

- Ability to use tact and diplomacy in dealing effectively with judges, senior management and those at all levels of project development.

- Ability to work under pressure and within the constraint of conflicting deadlines.

- Ability to manage a technical program encompassing a wide geographic area, servicing a variety of technical, professional, managerial and judicial clientele. Because the facilities of the courts are positioned over a very wide geographic area, this position will require extensive travel to the sites, to Washington, D.C. and to the administrative offices of the various GSA Regions.

Preferred Qualifications

- Advanced degree in architecture or facilities-related field.
- Responsible high-level managerial experience in a court or equivalent environment working with executives and high level managers.
- Experience working with the federal General Services Administration or familiarity with their procedures and regulations.

Conditions of Employment

Must be a U.S. citizen or eligible to work in the United States. Employees of the federal judiciary are excepted service appointments. Appointments are "at will" and may be terminated with or without cause by the Court. Because this position is designated as "high-sensitive," a selectee must submit to a mandatory background investigation and receive a satisfactory suitability determination as a condition of employment. An updated background investigation is required every five years after an initial background investigation. In the discretion of the appointing authority, the candidate selected for the position may be hired provisionally pending the results of a background investigation. The position is subject to the *Code of Conduct for Judicial Employees*. Direct deposit of pay is required.

Benefits

Working for the federal Judiciary includes a comprehensive total compensation package. Benefits include:

- **Time Off:** Paid annual, sick leave, and 11 federal holidays.
- **Insurance:** Comprehensive health (FEHB), life (FEGLI), dental, and vision programs.
- **Financial Flexibilities:** Flexible Spending Accounts (FSAs) and pre-tax benefits programs.
- **Retirement:** A three-tiered retirement plan featuring a federal pension (FERS) and the tax-advantaged Thrift Savings Plan (TSP) with employer matching.
- **Telework:** Limited telework depending on the position.

Detailed information on employee programs is available at the official U.S. Courts Careers Benefits page https://www.uscourts.gov/careers/benefits.

How to Apply

Applications are accepted through the applicant tracking system at the following link: https://ca852383.hire.trakstar.com/jobs/fk0zzpl

Submit all documents listed below in PDF format.

• Cover Letter
• Resume
• Form AO-78, Application for Judicial Branch Federal Employment

Applications that do not include all the required material in the correct format will not be considered. Only applicants selected for interview will be contacted.

THE COURT IS NOT AUTHORIZED TO REIMBURSE CANDIDATES FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES.

The Office of the Circuit Executive is an Equal Opportunity Employer