



UNITED STATES COURTS FOR THE EIGHTH CIRCUIT

CAREER OPPORTUNITY

CIRCUIT EXECUTIVE

Position Type: Full-time, Excepted Service

Location: St. Louis, Missouri (Thomas F. Eagleton United States Courthouse)

Salary: Up to \$236,699 annually; dependent upon qualifications

Closing Date: Open until filled; only applications received by September 11, 2026, are assured of consideration

Position Overview

The Judicial Council of the Eighth Circuit is seeking a highly qualified, dynamic leader to serve as the Circuit Executive. Established pursuant to [28 U.S.C. § 332\(e\)](#), the Circuit Executive exercises administrative powers and performs duties delegated by the judicial council under the supervision of the chief circuit judge. The Office of the Circuit Executive provides comprehensive operational, administrative, and legal support to the chief circuit judge and the judicial council, ensuring the efficient management of all federal courts within the circuit. This position requires significant travel.

Representative Duties and Responsibilities

- Under the general direction of the chief circuit judge, facilitates administrative, technical, and program operations for the United States Court of Appeals for the Eighth Circuit and the judicial council of the circuit.
- Provides full legal and staff support to all activities of the judicial council and its committees.
- Conducts studies relating to the business of the courts within the circuit, and prepares findings for the judicial council, the chief circuit judge, and others.
- Manages internal budget formulation, federal procurement initiatives, allotment of funds to appropriated accounts, and non-appropriated funds.
- Coordinates the circuit-wide space and facilities program, including accommodations, architectural services, space planning, and interior design, working closely with the General Services Administration.
- Directs the information technology program and resources of the Eighth Circuit Court of Appeals, and provides circuit-wide staff support for the courts' information technology networks.
- Exercises administrative control over human resources systems, training programs, and the circuit's Employment Dispute Resolution (EDR) plan.
- Analyzes, interprets and implements circuit-wide court policies, statutory requirements, guidelines and policies of the Judicial Conference of the United States and Administrative Office of the U.S. Courts, and orders of the judicial council.
- Serves as a primary liaison for the Eighth Circuit to the Administrative Office of the U.S. Courts, the Federal Judicial Center, leadership in other circuits, state courts, bar associations, the U.S. Marshals Service, and the news media.
- Coordinates circuit events, judicial conferences, and multi-district initiatives.

- Coordinates administrative processes for the selection and reappointment of bankruptcy judges and federal public defenders.
- Provides leadership, management, and oversight of the staff of the Circuit Executive's Office.

Qualifications & Requirements

- A bachelor's degree is required. A Juris Doctor (J.D.) degree is preferred; however, a post-graduate degree in business, public or judicial administration, combined with substantial court administration experience, may be substituted.
- A minimum of ten years of progressively responsible administrative experience, including at least five years of substantial leadership and management experience (preferably in public service, private business, or court administration) is required.
- Exceptional analytical capabilities, written communication, and public presentation skills are required.
- Proven experience developing and executing strategic plans and leading organizational change is preferred.
- Substantial experience with large-scale resource management and budget execution is preferred.
- Familiarity with the Guide to Judiciary Policy is preferred.

Employee Benefits

Federal judiciary employees are eligible for a comprehensive benefits package that includes health and life insurance, paid annual and sick leave, eleven paid federal holidays, and a premier retirement plan (FERS pension and TSP with employer matching). For detailed information on the federal judiciary's benefits, please visit the U.S. Courts Careers Benefits page at <https://www.uscourts.gov/careers/benefits>.

Conditions of Employment

Candidates must be U.S. citizens or eligible for federal employment. This position is in the excepted service, and employment is "at will." The Circuit Executive serves at the pleasure of the judicial council of the circuit. Employment is subject to the Code of Conduct for Judicial Employees and direct deposit (EFT) requirements. The Circuit Executive is a High-Sensitive Position in the judiciary, and an appointment is contingent on a favorable suitability determination after completion of fingerprinting and a comprehensive background investigation. The judicial council may, in its discretion, approve an appointment provisionally, pending results from the appropriate background investigation.

Application Process

Submit a single PDF containing:

1. **Cover letter.**
2. **Resume** highlighting your education and employment history.
3. **[Application for Judicial Branch Federal Employment Form AO-78](#)**, available for download on the U.S. Courts website.
4. **Writing sample** (maximum 5 pages) such as a policy memo, proposal, or strategic plan.
5. **Three professional references**, including at least one supervisor.

Please email your application packet to jobs@ca8.uscourts.gov with the subject line: Vacancy Announcement: Circuit Executive - [Your Last Name].

The United States Courts are an Equal Opportunity Employer.