

**UNITED STATES COURTS
EIGHTH CIRCUIT**

VACANCY ANNOUNCEMENT

Position Title: Interior Designer/Space Planner

Posting Date: July 27, 2026

Location: Circuit Executive Office, St. Louis, Missouri

Salary Range: CL 28 – CL 29 (\$73,400 - \$141,891)

Starting salary is determined by qualifications, experience, and judiciary policy. This position offers non-competitive promotion potential up to CL 29.

Closing date: Open until filled; preference will be given to applications received on or before Friday, August 28, 2026.

Organization Overview

The Office of the Circuit Executive for the Eighth Circuit is seeking an experienced Interior Designer and Space Planner. The Office of the Circuit Executive provides policy development, administrative, technical and staff support to (1) the Eighth Circuit Judicial Council, a governing body 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.

Working under the general direction of the Assistant Circuit Executive for Space and Facilities, this position serves as the circuit's technical expert in interior architecture, design, space programming, finish standards, and furniture specifications. The scope of work will encompass both renovation and new construction projects, ranging from minor office reconfigurations to large-scale facility installations, and will involve regular travel.

Duties and Responsibilities

- Leads the interior design phase for complex facility renovations, chambers and administrative space reconfigurations, courtroom modernizations, and special events. Translates operational requirements into detailed AutoCAD space plans, 2D/3D elevations, furniture layouts, custom millwork details, and finish schedules.
- Advises judicial officers and court unit executives through oral and written presentations on the style, quality, color, finish, and layout of furniture, fabrics, window coverings, and acoustic treatments, balancing personal preferences with budgetary rules and U.S. Courts Design Guide standards.
- Reviews architectural plans, construction documents, submittals, and vendor shop drawings alongside the Assistant Circuit Executive for Space and Facilities to ensure compliance with

judiciary policies, building codes, and accessibility standards, identifying issues early to minimize construction change orders.

- Manages interior furnishings funding requests, budget tracking, and procurement packages via GSA schedules and local vendors. Contacts suppliers, negotiates pricing, obtains competitive bids, drafts purchase orders, and verifies fair pricing in accordance with judiciary procurement guidelines.
- Coordinates with GSA, consulting architects, contractors, building security, and furniture vendors to schedule deliveries, oversee installations, perform site surveys, and supervise moves or repairs (including after-hours logistics as required).
- Prepares project-specific and annual interior design budgets, maintains expenditure accounting, and generates periodic status reports on project timelines and funding requirements for court approval.
- Coordinates with the circuit custodial officer to maintain the circuit-wide master furniture inventory, finish standards database, and manufacturer sample libraries.
- Performs other facility, project management, and administrative functions within the Circuit Executive's Office as assigned.

Required Qualifications

A minimum of five years of progressively responsible specialized experience in commercial interior design, complex space planning, move coordination, and comprehensive furniture, fixtures, and equipment specification, demonstrating the ability to independently manage technical deliverables.

A bachelor's degree from an accredited college or university in interior design, interior architecture, or architecture; **OR** an associate degree in interior design or architectural drafting combined with two additional years of specialized technical experience (seven years total).

Advanced proficiency in AutoCAD.

Exceptional oral and written communication skills to present design options confidently to judges, court executives, external consultants, and vendors.

Preferred Qualifications

Thorough knowledge of government procurement policies, the *U.S. Courts Design Guide*, and the *Guide to Judiciary Policy*.

Prior professional interior design experience within a federal, state, or appellate court environment, or similar public sector facility setting.

Conditions of Employment

Must be a U.S. citizen or eligible to work in the United States. Federal judiciary employees are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. Final selection is contingent upon the successful completion of a mandatory FBI background check, including fingerprinting, and a satisfactory suitability determination. At the discretion of the appointing authority, a candidate may be hired provisionally pending final background check results. The position is subject to the Code of Conduct for Judicial Employees.

Direct deposit of net pay is required for all employees. The selected candidate must be available for overnight travel throughout the circuit and may be required to move light furniture or design samples.

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 (FGLI), 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/fk0zd6z>

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