

**Vacancy Announcement**  
**Education Specialist**  
Education Division  
Federal Judicial Center  
Washington, DC 20002-8003

The purpose of the Federal Judicial Center is to further the development and adoption of improved judicial administration in the courts of the United States, primarily through rigorous and objective research and education. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. A nine-member board, chaired by the Chief Justice of the United States, determines the Center's basic policies.

The Education Division produces educational programs, materials, and resources for federal court of appeals, district, bankruptcy, and magistrate judges and for federal judicial branch employees, including persons serving in clerk of court, probation, and pretrial services offices. Subject areas for judges include substantive and procedural legal topics, case and calendar management, ethics, and leadership and management. Subject areas for other court personnel include selected technical skills, ethics, and leadership and management. The division delivers education and resources through a variety of means including: in-person programs to which participants travel; in-person programs conducted in courthouses for local participants; audio-, video-, and web conferences; programs and materials delivered over the courts' intranet; and in printed publications.

The Education Division's Probation and Pretrial Services Education group has an opening for an education specialist to develop in-person, travel-based programs, and instructor-led and web-based criminal justice education programs for U.S. probation and pretrial services officers and other federal criminal justice system stakeholders. Travel is required.

**DUTIES AND RESPONSIBILITIES:**

- Design, develop, deliver, and evaluate in-person and web-based based educational programs for U.S. probation and pretrial services officers and other federal criminal justice system stakeholders, integrating technology as appropriate.
- Assess training needs and determine the most effective ways to present education programs for federal judiciary personnel.
- Work collaboratively with probation and pretrial services officers, judges, federal defenders, federal prosecutors, senior court managers, advisory groups, consultants, academics, and Center professional staff members to produce and maintain education programs.
- Oversee each step of travel-based, in-person programs produced, including site selection; preparation of funding and authorization documents; faculty selection; material production; and program evaluation.

- Monitor and, in consultation with the Education Division Deputy Director and Assistant Division Directors, guide the work of assigned staff members.
- Teach content, facilitate discussions, emcee events, and coach participants.

**MANDATORY QUALIFICATIONS:**

- An advanced degree in one of the social or behavioral sciences, criminal justice, social work, or law.
- At least five years of experience as a probation officer, parole officer, or pretrial services officer at a federal, state, or county level.
- Familiarity with use and implementation of evidence-based practice in criminal justice or behavioral practice settings.
- Experience with techniques of assessing training needs and designing curriculum for education programs.
- Experience in developing instructor-led education programs using instructional design techniques.
- Experience with instructional delivery.
- Excellent project-management, verbal, writing, presentation, and computer skills.
- Strong interpersonal skills with the ability to work collaboratively.

**DESIRABLE QUALIFICATIONS:**

- At least three years of experience as a probation and/or pretrial services officer in the federal system.
- Familiarity with interdisciplinary approaches to problem solving in criminal justice.
- Familiarity with principles of organizational development and design.
- Familiarity with developing web-based education programs and with clinical teaching and training methodology.
- A demonstrated ability to use collaborative technologies e.g., content/learning management systems to produce education programs for delivery on the web and smart devices. Examples of collaborative technologies include Microsoft Teams/SharePoint, online forums, and web conferencing (e.g., Adobe Connect); examples of course content/learning management systems include Drupal and Opigno LMS or other similar interactive learning systems.

- An understanding of the constitutional basis, mission, organization, and independence of the federal judiciary.
- A record of scholarship.

**SALARY AND BENEFITS:**

The starting salary is set at \$128,379. This position falls in the Center’s pay band VI which has a salary range up to \$199,088. For a successful candidate not currently a member of the Center staff, a higher starting salary, not to exceed \$134,798, may be considered if the candidate furnishes proof that his/her current salary falls above the pay band VI minimum salary of \$128,379, in which case the Center would match that salary up to the starting salary limit of \$134,798. This is the maximum starting salary, and it is non-negotiable. If the successful internal candidate’s salary falls above the range minimum that salary will be matched up to his/her current salary.

Federal government benefits are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The FJC is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center and a health fitness facility for its tenants.

The Center provides telework options subject to supervisory and division director approval. However, the position is located in Washington, D.C.

This position does not carry the tenure rights of positions in the competitive civil service.

**APPLICATION PROCEDURES:**

In a cover letter referring to Announcement #20-05, please indicate specifically how you satisfy the mandatory and any of the desirable qualifications listed above. Applications without the required cover letter or with cover letters that do not address the qualifications will not be considered. Along with the cover letter, please include a current resume that specifies dates of employment and responsibilities for all related positions. A cover letter and resume in PDF format is required; one combined PDF document is preferred.

All applications should be submitted by email to:

personnel@fjc.gov

When applying, please refer to Announcement #20-05. This vacancy will remain open until filled but to assure full consideration, applications must be received by March 6, 2020.

**KEY REQUIREMENTS:**

- You must be a United States Citizen, subject to the exceptions enumerated at <http://www.uscourts.gov/careers>.
- Selectee must favorably complete a background investigation.
- Relatives of Center staff members may not be employed at the Center in any capacity.
- All requirements must be met for full consideration.

***THE FEDERAL JUDICIAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER***