

**Notice of Career Opportunity
United States District Courts
Western District of Missouri**



**Position Title: Early Assessment Program (EAP)
Administrator**

Classification: CL-31

Salary: \$125,119

Position Location: Kansas City, MO

Closing Date: October 5, 2012

The United States District Court for the Western District of Missouri is seeking an Administrator for the Court's Early Assessment Program (EAP). The EAP encourages parties before the Court to: (1) confront the facts and issues in their case before engaging in expensive and time-consuming discovery, (2) engage in early discussion of the issues, (3) consider the views of the opposing side, (4) consider the costs of future proceedings in an effort to settle before those costs escalate, and (5) consider other methods of resolving disputes. The EAP Administrator has organizational responsibility for program administration and reporting, serves as the primary mediator for the process and monitors the progress of cases assigned to other neutrals. The successful candidate must be able to function autonomously and confidentially.

In managing the day-to-day operations of the EAP, the Administrator supervises a staff of two individuals who assist with processing and tracking program cases. The Administrator will also liaise with members of the bar for purposes of training, program evaluation and seeking input on the EAP process and opportunities to help it achieve program goals.

The person holding this position will maintain an office in Kansas City, Missouri with the potential for occasional travel to divisional offices in Springfield and Jefferson City as well as other locations for training. Applicants should visit www.mow.uscourts.gov for general information about the Western District (WDMO) and to review the Court's General Order governing the EAP (the "Order").

Description and Duties

The EAP Administrator reports to the Chief Judge and the Court Executive and serves at the discretion of the Court en banc. The Administrator manages the program with responsibility for implementation, operation, evaluation and modification. Specific responsibilities include:

- Developing forms, rules, procedures and policies consistent with the Order and managing the processing of assigned cases according to the Order deadlines and the overall goal of early assessment;
- Coordinating assignment of cases and management of CM/ECF communications and notices with the Clerk's Office;
- Serving as the mediator or neutral for the majority of cases assigned to the EAP;
- Monitoring and evaluating the program to assess results and efficiency, and providing narrative and statistical reports to the Court en banc and the Administrative Office of the U.S. Courts as necessary regarding the volume of cases processed and settlement results achieved;
- Maintaining and managing the list of qualified outside neutrals and drafting guidelines and policies for those neutrals;
- Using technology and IT tools to produce statistical analysis, streamline case processing procedures and consider other means of ensuring that the program is efficient and cost effective in achieving its goals;
- Recommending modifications to the program to the Court en banc as appropriate and necessary;
- Maintaining and disposing of program records appropriately and confidentially; and

- Performing such other duties as requested by the Chief Judge, the Court en banc or the Court Executive.

Minimum Qualifications

The Western District is looking for an experienced current or former attorney adept at case evaluation and assessment as well as mediation and negotiation. Applicants should meet the following minimum requirements:

- Juris Doctorate Degree
- Membership in good standing of the bar of the highest court of a state, the District of Columbia, or a U.S. Territory
- Been engaged in the active practice of law for a period of at least ten years, including a trial or litigation emphasis or litigation oversight role
- Significant experience as a mediator or judicial officer or frequent representation of parties during mediations or settlement negotiations
- Knowledge of the Federal Rules of Civil Procedure and Evidence and the Court's Local Rules and general knowledge of federal statutes and regulations
- Familiarity with CM/ECF or similar electronic case filing/tracking software, and general proficiency with online legal research systems and word processing, spreadsheet, database and case management applications and software

Preferred Qualifications

In addition, the Court prefers candidates with the following additional qualifications:

- Mediation or alternative dispute resolution training or degree
- Experience representing both plaintiffs and defendants
- Familiarity with federal court practice and the EAP or similar programs outside WDMO
- Experience with litigation involving a variety of causes of action, including both personal injury and commercial trial work
- Experience managing a process or large projects

With regard to conducting mediations or settlement discussion, the successful candidate will possess:

Skill in mediation techniques and tools and conducting mediation sessions. Skill in and ability to analyze and quickly synthesize complex data and law. Skill in analyzing, refining and narrowing litigation issues through settlement discussions. Skill in negotiation. Skill in collaborative problem-solving and consensus building. Ability to develop and help parties develop creative solutions to problems. Ability to sensitively provide "reality checks" to counsel and participants. Ability to manage conflict between often emotional parties. Ability to command respect and control the mediation process. Ability to handle confidential information in a variety of contexts, such as observance of strict confidentiality from judges and other court staff, respect for confidences among parties during the course of negotiations and thereafter. Ability to stay abreast of changing Alternative Dispute Resolution and mediation processes.

With regard to written and communications, the successful candidate will possess:

Skill in communicating effectively, both orally and in writing, with individuals and groups, to provide information, facilitate meetings, influence decision-makers, and provide training. Skill in establishing cooperative working relationships with staff. Skill in providing advice on complex matters. Skill in working persuasively and tactfully with a wide range of people, including members of the bench and the bar.

With regard to Court operations generally, the successful candidate will possess:

Knowledge of the District Court and Administrative Office of the U.S. Courts, and judicial processes, policies, and procedures. Knowledge of court culture and philosophy. Ability to prioritize and manage the EAP caseload consistent with the needs of the court. Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethical judgment.

Conditions of Employment

Candidates must be able to show proof that they meet citizenship requirements for employment by the United States Courts and must be able to pass a full background investigation, including a criminal record and credit check. Court employees must adhere to all Judicial Conference regulations, specifically the Code of Judicial Conduct. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay. The United States District and Bankruptcy Courts are a part of the federal judiciary.

Application Procedures and Information

Qualified persons should submit:

- A cover letter;
- Current résumé;
- Completed application for employment (available on the WDMO website www.mow.uscourts.gov);
- Three reference letters pertaining directly to the candidate's skills as a mediator or as a representative of parties' during mediations or settlement conferences; and
- Two reference letters from judges (other than WDMO judges) whom the candidate has appeared before during his or her practice, or a list of at least two judicial references that may be contacted in relation to the candidate's qualifications.

Application materials may be submitted via mail or e-mail to the following address:

U.S. District Court
Western District of Missouri
Attention: Court Executive
400 E. 9th Street
Kansas City, MO 64106
eap_applications@mow.uscourts.gov

The application deadline is October 5, 2012.
Questions may be directed to Ann Thompson at 816-512-5015.

Only candidates selected for an interview will be contacted.
Candidates for interviews will travel at their own expense for interviews.
The court reserves the right to modify the conditions of this job announcement.