



**United States District Court
Southern District of Ohio**
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VACANCY ANNOUNCEMENT

August 24, 2023

Vacancy Announcement Number – 23-26

Public Information Specialist – one vacancy – full time permanent

Duty Station - Columbus Courthouse – 85 Marconi Blvd. – one vacancy

Salary: CL 25 (\$47,552 - \$77,312)

Appointment at CL 25 has future promotion potential to CL 26 without further advertisement.

**Open until filled with first preference given to complete applicant packets received by:
Thursday, September 7, 2023, at 11:59 p.m.**

Qualified applicants must submit an applicant packet which includes: a letter of interest, a current/detailed resume, and an Application for Judicial Branch Federal Employment - Form AO 78 (4/22), available on the court website. The optional background information, page 5 of the Application, is not required.

The Public Information Specialist performs primary functions for the Court: assist, plan, and oversee the Court's public information program; perform media relations duties; oversee the Court's civics and community outreach programs; communicate Court policies and procedures; maintain the Court's LinkedIn account and perform other duties as required. The Public Information Specialist position is located in the Clerk's Office and is under the general supervision of and reports to the Clerk of Court. Occasional travel is required. Limited telework may be available subject to operational needs. Typical work hours are 8:30 a.m. to 5 p.m. with work outside of normal business hours as operationally needed.

ABOUT THE SOUTHERN DISTRICT OF OHIO:

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from an imaginary line just north of Columbus south to the Ohio River. The District is comprised of over 260 individuals including twenty-seven Judicial Officers, Chambers Staff, the Clerk's Office staff, the U.S. Probation Office's staff, and U.S. Pretrial Services Office's staff; located in the Cincinnati, Columbus, and Dayton Courthouses.

DUTIES AND RESPONSIBILITIES:

- Assist in planning and overseeing the Court's public information program serving as a liaison between the Chief Judge, Judicial Officers, Clerk of Court, the Court, the media, and the bar, including federal and state bar associations, governmental organizations, community organizations, educational institutions, civics organizations and the public to provide professional representation of the Court in all situations.
- Perform media relations duties for the Chief Judge, Judicial Officers, the Clerk of Court, and other Court representatives. Initiate and compose press releases, news articles, speeches, external and internal Court announcements, and website announcements with respect to the Court's functions and activities which include high-profile matters involving Court operations, cases, programs, and items of interest to external and internal constituents.
- Assist in planning, designing, and developing media relations training for Judicial Officers and key staff, as needed.
- Coordinate and oversee the Court's civics education program including serving as a liaison between the Court and civic organizations. In collaboration with the Court's Web Administrator, responsible for managing and maintaining content

for the Court's Civics Webpage. Coordinate and manage requests received through the webpage for the Chief Judge and Judicial Officers including speaking engagements, Courthouse tours, and execution of Court-sponsored and Court-hosted special events, training and continuing education programming, and Court history events.

- Serve as the Court's community outreach coordinator. Coordinate and plan community outreach events, conferences, and other judicial ceremonies including on-site and off-site planning, logistics, printing, and ordering refreshments. Prepare invitations and programs for such events. Suggest and recommend events. Oversee the preparation and distribution of promotional material about the Court.
- Provide administrative and operational support as needed for regular Court functions, special projects, and studies as requested by the Chief Judge and/or Clerk of Court.
- Maintains the master event calendar for the District.
- Responsible for the Court's Quarterly Newsletters (e.g., prepare the layout of the newsletters, write articles, obtain articles from the Court Family to include in the newsletters, etc.).
- Serve on Court Committees and assist Committees with events and functions (e.g., Diversity Committee, Restored Citizens Committees, Holiday Luncheons, etc.).
- Oversee the Court's Emergency Operations Planning. Responsible for updating the Court's Continuity of Operations Plan and other Plans as required. Serve as a spokesperson for the Court as requested.
- Communicate Court policies and procedures. Maintain the Court Directory, SharePoint sites, and the Court's LinkedIn account.
- Perform other duties as required.

REQUIRED QUALIFICATIONS: To be considered for this position at:

- CL 25, one year of specialized experience.

SPECIALIZED EXPERIENCE: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly acquired in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

PREFERRED QUALIFICATIONS: Bachelor's degree in a related field, from an accredited college or university. Previous experience with public information programs to include logistical planning and a record of community engagement. Ability to work independently in determining the needs of Judges and staff. Excellent organizational skills for coordinating meetings and conferences. The incumbent must possess unusually high levels of diplomacy and tact and must be able to effectively and convincingly act on behalf of the Chief Judge and/or Clerk of Court.

BENEFITS:

Please review the extensive federal benefits on the United States Courts website:

<https://www.uscourts.gov/careers/benefits>

Conditions of Employment:

A commitment to public service is essential. Visit the U.S. Courts website for citizenship requirements www.uscourts.gov.

Positions with the United States Courts are considered "at will" and are not subject to the employment regulations of competitive service. Positions in the Federal Judiciary are excepted service appointments, are considered "at will" and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment. Employees are subject to the [Judicial Code of Conduct for Judicial Employees](#).

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or

dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

How to apply:

Qualified applicants should upload their documents using our HR Employment Application System located at:

[HR Employment Application System](#)

Note: This system will not let you continue without uploading all documents.

If you fail to provide these documents, your application package will be considered incomplete and will not be considered any further.

Travel and relocation expenses will not be reimbursed.

The U.S. District Court reserves the right to amend or withdraw any job announcement without written notice to applicants. The District reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top-rated candidate from those who applied for the initial announcement without re-posting the position. This job announcement may involve filling more than one position described herein.

The U.S. District Court for the Southern District of Ohio is an Equal Opportunity Employer and Values Diversity in the workplace.