



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WISCONSIN
OFFICE OF THE CLERK**

Vacancy Announcement#: 25-01

Architect/Project Manager

CL-29 - \$88,144 - \$143,306

Position open until filled

***Position may be eligible for hybrid work schedule**

The Architect/Project Manager oversees design, construction, renovation, remodeling, cyclical maintenance, and tenant alteration projects within the court.

Representative Duties

- Primary focus will be managing the construction process for a new chambers and courtroom in the Jefferson Court Building in Green Bay recently awarded for construction.
- Duties include managing the outside AE, review of constructions submittals, assisting with coordination with all agencies, and keeping the project on track.
- Assist with any or all needs with the new judge in Green Bay, Wisconsin, such as furniture layout and acquisition plans.
- Create and present concept designs for the public, judges, and staff.
- Manage space and facilities projects from start to finish.
- Act as liaison with other courts, government agencies, General Services Administration [GSA], third parties, and contractors.
- Ensure court policies are followed.
- Assisting with special projects as assigned.

The right candidate for this opportunity will have experience providing design support to a busy office using CAD and Microsoft Office.

Minimum Qualification Requirements

- Relevant bachelor's degree
- Five (5) years of experience in design and construction
- Proactive problem solver and team player
- Ability to adapt to a changing environment
- Excellent writing and analytical skills

Information for Applicant

Travel is required for this position. To apply, email single PDF containing (1) cover letter detailing your qualifications and experience performing the representative duties (2) current resume, (3) current portfolio of work to ensure consideration, and (4) completed AO 78 Application for Judicial Employment [available at <https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>] to Human Resources: employment@wied.uscourts.gov. Please use "Architect/Project Manager" as the subject.

Applications will be accepted until the position is filled. Interviews will be scheduled as applications are reviewed, and may be conducted virtually. Only those candidates selected for an interview will be contacted.

Applicants must be U.S. citizen or eligible to work in the United States.

- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- The selected candidate will be subject to a background check as a condition of employment.
- Employees of the United States District Court are “at will” employees and are not included in the Government’s Civil Service classification.