



VACANCY ANNOUNCEMENT

UNITED STATES COURT OF APPEALS FOR THE EIGHTH CIRCUIT

ST. LOUIS, MISSOURI

POSITION: Director of Workplace Relations
(Full-time and permanent with a comprehensive [federal benefits](#) package available.)

SALARY: \$102,138 - \$195,200 (CPS 30/31)
Starting salary is commensurate with experience and qualifications.

OPENING DATE: August 26, 2025

CLOSING DATE: Open Until Filled – Applications reviewed as received.

POSITION OVERVIEW: The Director of Workplace Relations serves as the Eighth Circuit's leading expert on the Judiciary's employment dispute resolution process. The incumbent offers confidential, impartial, and expert guidance on employment rights and workplace conduct. This role is crucial for developing and implementing policies, delivering training, conducting thorough investigations into workplace matters, and advising on fair employment practices and workplace relations best practices. This work directly supports all courts within the Eighth Circuit, ensuring a supportive and compliant environment.

KEY DUTIES AND RESPONSIBILITIES:

- Provide confidential, objective guidance and recommendations for resolving workplace protection and conduct issues, ensuring solutions are fact-based and align with policies, procedures, and standards.
- Develop and deliver comprehensive training and informational sessions on workplace policies, conduct, and compliance. Provide guidance to judges and leadership by identifying emerging issues and preparing presentations to address them.
- Represent the circuit on local and national committees, contributing to the development, promotion, and oversight of employment relations initiatives and programs across the Judiciary.
- Facilitate the annual reporting process for employment claims and other critical compliance requirements.
- Define and advance workplace policies and communication strategies for the Eighth Circuit. Collaborate extensively with stakeholders, including judges, human resources officers, and various committees, to propose policy updates and foster dialogue on best practices.

QUALIFICATIONS AND REQUIREMENTS:

- A Juris Doctor (J.D.) from an accredited law school.
- At least three years of specialized experience in one or more of the following areas: employee relations, employment law, human resources, employment dispute resolution, mediation, or legal administration.
- Demonstrated outstanding presentation skills, including development and delivery of training programs. Exceptional interpersonal, oral, and written communication skills are essential, particularly when handling sensitive matters.
- Proven ability to exercise sound judgment and ethics, maintaining strict confidentiality when required.
- Demonstrated skill in conducting in-depth investigations, analyzing employment policies and procedures, determining appropriate remedies, and effectively communicating findings to relevant stakeholders.
- Willingness to travel within the circuit and attend national conferences and meetings as needed.

HOW TO APPLY: Please submit cover letter, resume, and Form AO-78 Federal Judicial Branch Application for Employment (available [HERE](#)) at this link: <https://ca852383.hire.trakstar.com/jobs/fk0p5y3>. Incomplete application packages will not be considered. **Only applicants selected for an interview will be contacted.**

All applicants must be a U.S. Citizen or actively seeking citizenship. Appointment is contingent upon successful completion of a background investigation. At the discretion of the appointing authority, the candidate selected for the position may be hired provisionally pending the results of a background investigation. Employees of the U.S. Courts serve "at will" and are subject to the Judicial Code of Conduct.