

UNITED STATES DISTRICT COURT
Southern District of Indiana
Vacancy Announcement 26-16

Position Title: **Architect/Project Manager**

Terms of Employment: Full-time, Excepted Service

Classification Level: CL 29

Salary Range: \$85,934 - \$139,669
Depending on qualifications and experience

Position Location: Office of the Clerk
United States District Court
46 East Ohio Street
Indianapolis, Indiana 46204

Closing Date: Monday, August 3, 2026, or until filled
Applications will be reviewed on a rolling basis; the position may be filled prior to the closing date.

The United States District Court for the Southern District of Indiana is accepting applications for an Architect/Project Manager. The Architect/Project Manager will report to the Clerk of Court and collaborate closely with the court's Special Projects Manager. This position offers substantial telework flexibility, the candidate should be available for on-site duties and periodic meetings in Indianapolis and Evansville, Indiana. Regular presence in Evansville will be required during key project milestones.

REPRESENTATIVE DUTIES:

- Lead the planning, design, and construction of a new \$24 million lease-construct courthouse in Evansville, Indiana, including two courtrooms, four chambers, district and bankruptcy clerk's office spaces, and probation space.
- Work closely with the chief judge, resident judges in Evansville, clerks of the district and bankruptcy courts, chief probation officer, court managers, General Services Administration (GSA), U.S. Marshals Service, general contractors, service providers, architectural and engineering consultants, and other key partners in the acquisition of new lease space, design, and construction.
- Review and analyze architectural and engineering drawings, specifications, schedules, cost estimates, shop drawings, and other project related documents. Ensure compliance with the U.S. Court's Design Guide by GSA and contractors.
- Provide technical advice and recommendations to judges and court unit executives to assist in defining court design and construction needs.
- Conduct regular construction site visits to monitor progress.

- Participate in on-site meetings, conference calls, and web meetings.
- Prepare written meeting summaries, progress reports, briefing memos, and inspection reports, and provide update briefings to court unit executives and judges, the Seventh Circuit's Assistant Circuit Executive for Space, and other judiciary clients.
- Assist in the development of a Furniture Acquisition Plan for court units. Assist the Property Disposal Officers with the identification, planning, coordination, and removal of all excess furniture and equipment. Report furniture moves, acquisitions, and changes to the appropriate Custodial Officer to ensure master inventory database is accurate.
- Support courtroom technology systems procurement, project management, and installation oversight.
- Assist with move coordination for judges' chambers, district and bankruptcy clerk's offices, and Probation in all move matters (telephones, computers, audio, security, furnishings, etc.).
- Travel within the district will be required (Evansville, Indianapolis, New Albany, Terre Haute).
- Perform other duties as assigned.

PREFERRED QUALIFICATIONS:

- A bachelor's degree from an accredited college or university in architecture, engineering, industrial design, or related studies; licensure preferred.
- Experience working on federal projects and a demonstrated familiarity with facilities management, project management, and construction administration.
- Significant experience in design and construction of spaces with a high level of finish detail and complex systems integration; fifteen years preferred.
- Ability to analyze architectural drawings and designs, interpret their content, and provide accurate, concise briefings and recommendations to the Chief Judge, court executives, and other court staff.
- Proactive problem solver and consummate team player.
- Ability to adapt to a changing environment.
- Excellent writing and analytical skills.
- Experience presenting to clients/public.
- Experience using CAD, Microsoft Office, Adobe Creative Suite, and Bluebeam.

Applicants must be detail-oriented and possess excellent problem-solving skills. Exemplary customer service skills, a friendly, helpful, and professional demeanor, and the ability to work independently and to collaborate effectively as part of a team are imperative. Applicants should have excellent administrative and organizational skills with the ability to effectively and professionally communicate both verbally and in writing.

APPLICATION INSTRUCTIONS:

Submit an application packet that includes:

- A letter of interest describing your knowledge, skills, and abilities as they relate to the duties of this position;
- Résumé;

- [AO 78 Application for Judicial Branch Federal Employment](#) (linked here); and
- The names, addresses, and telephone numbers of three professional references.

Application packets should be sent via email as **one single** text-searchable PDF document to: HRsubmit@insd.uscourts.gov **no later than 4:00 pm eastern time, August 3, 2026**. The subject line should note the applicant's name and contain the words **Architect/Project Manager**.

BENEFITS:

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Part-time employees' benefits may be pro-rated based on coverage and/or cost-sharing of premium. Some of the available benefits are:

- Participation in the federal health, dental and vision programs of the employee's choice
- Participation in the Federal Employees Retirement System (FERS), including the Thrift Savings Plan – similar to a 401(k)
- Participation in a group life insurance program
- Participation in a group long-term disability insurance program.
- Participation in a long-term care insurance program
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis
- Credit for prior government service
- Paid annual and sick leave and applicable paid holidays per year pro-rated for part time employment
- Option for a flexible work schedule, including part-time telework

Applicants must be United States citizens or eligible to work in the United States (*i.e.* permanent resident. Permanent residents must be willing to apply for United States citizenship within two years of hire). Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the Southern District of Indiana. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written or other notice. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

The Court is an Equal Opportunity Employer. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. Please note that federal judicial employees are governed by certain ethical guidelines that prohibit engaging in any political activities, whether partisan or nonpartisan.