



**United States Court of Federal Claims**  
**Office of Special Masters**

717 Madison Place NW  
Washington, DC 20439

**POSITION VACANCY**

<b>Announcement Number:</b>	<b>OSM-2015-02-SA</b>
<b>Position Title:</b>	<b>Term Staff Attorney</b>
<b>Open Date:</b>	<b>July 6, 2015</b>
<b>Close Date:</b>	<b>July 31, 2015</b>
<b>Type of Appointment / Position:</b>	<b>Temporary Position – Term Ending September 30, 2017. ((This is a temporary position with the possibility of it becoming permanent.))</b>
<b>Grade / Salary Range:</b>	<b>CL-29 (\$72,638 - \$118,102)</b>
<b>Duty Location:</b>	<b>Washington, DC</b> (conveniently one block from McPherson Square Metro)
<b>Who May Apply:</b>	<b>U.S. Citizens (or persons eligible to work in the United States)</b>

**Position Overview and Representative Duties:**

The Office of Special Masters of the United States Court of Federal Claims will be hiring a term staff attorney. Special Masters are full-time judicial officials who adjudicate claims filed pursuant to the National Childhood Vaccine Injury Act, 42 USC ' 300aa-1 *et. seq.* The term staff attorney will be working with the special masters handling cases in the Omnibus Autism Proceeding. This includes conferring with counsel, drafting orders, and drafting decisions on liability and attorney fees and costs. The term staff attorney will also support the Office of Special Masters in their non-autism docket, including but not limited to seasonal flu and human papillomavirus vaccines. Accuracy and the ability to concentrate on multiple tasks are essential to the position. The position demands a high degree of independence, professionalism, and confidentiality. Limited travel may be required.

- Additional information regarding the Office of Special Masters can be found at:

<http://www.uscfc.uscourts.gov/vaccine-programoffice-special-masters>

No relocation expenses will be paid.

**General Experience:**

The candidate must have expert knowledge of federal laws, rules, and court procedures, in addition to superb skill in legal research and analysis. Expert knowledge and experience in the required area of expertise such as judicial conduct/ethics and capital habeas or civil rights litigation. The candidate must have skill in analyzing legal concepts and issues and skill in legal reasoning and critical thinking. Skill in organizing and synthesizing information so that Special Masters and or parties can determine its significance in relation to the applicable and controlling legal concepts and standards is critical. The

candidate must have the ability to manage time effectively, set priorities, meet tight deadlines, and work independently with limited guidance and direction regarding the following duties:

- Serve as Expert Advisor to the Office of Special Masters. Provide legal counsel, research advice, and assistance. Compile statistics, prepare reports, and evaluate procedures. Identify problem areas, make recommendations, and offer solutions.
- Confer with counsel, drafting orders, and drafting decisions on liability and attorney fees and costs.
- Work closely with the Special Masters to address Omnibus Autism Proceedings and support the Office of Special Masters in their non-autism docket, including but not limited to seasonal flu and human papillomavirus vaccines.

The successful candidate must be a self-starter as well as detail-oriented. Candidate must also be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. Must have strong prioritizing and problem-solving skills. Must have solid communication skills (written & oral) and be able to communicate effectively with persons within the court as well as with persons outside the court. A demonstrated ability to work harmoniously with others in a team environment and to exhibit a professional manner is a must. Candidates with legal experience and knowledge of the federal judiciary will be given preferential consideration.

### **Required Qualifications:**

The court requires the candidate to have a degree from an accredited law school and experience working in the federal court environment.

To qualify at the CL 29 level: Two years of specialized experience, including at least one year equivalent to work at the CL-28 and admission to practice before the highest court of a State, Territory, Commonwealth, or Possession of the United States.

### **Benefits:**

10 holidays § 13-26 days annual leave (increases with service) § 13 days sick leave § Federal Employees Retirement System § Thrift Savings Plan (Retirement and TSP only if transferring from a previously covered position) § Commuter Benefit Program/Metro Transit Subsidy Program § Flexible Spending Accounts § Insurance available for health, dental, vision, life, and long-term care.

### **How to Apply:**

Ensure that your application package contains the following required documents:

- § Cover letter including job announcement number;
- § Detailed résumé including education, work history, salary history, and three professional references;
- § Two writing samples originally authored by the applicant (i.e., without editing by another);
- § Form AO78 Federal Judiciary Application Form - Can be found at:  
**[www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf](http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf)**;
- § A current or former federal employee must submit a copy of his or her most recent SF 50/DD 214 and a copy of his or her most recent performance evaluation.
- § **E-mailed documents must be in PDF format. Zip files and faxes will not be accepted.**

**Complete application packages must be received the closing date. Incomplete or late application packages will not be considered. Send the aforementioned documents in an Adobe PDF format to:**

**osm\_jobs@ao.uscourts.gov**

**What to Expect Next**

- We will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- We reserve the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for interview will be contacted.

**An Equal Opportunity Employer**