United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20005

POSITION VACANCY

Announcement Number:	**CFC-2016-01-CO**
Position Title:	**Staff Attorney**
Open Date:	**January 13, 2016**
Close Date:	**February 19, 2016**
Type of Appointment / Position:	**Permanent**
Grade/Salary Range:	**CL-29 ($73,698 – $119,816)**
Duty Location:	**Washington, DC** (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
Who May Apply:	**U.S. Citizens (or persons eligible to work in the United States)**

Position Overview and Representative Duties

The United States Court of Federal Claims is seeking to fill one or more Staff Attorney positions in the court's Clerk's Office located in the National Courts Building, 717 Madison Place, NW, Washington, DC. The Staff Attorney independently conducts legal research; reviews case records and filings; provides substantive legal analysis, advice, and assistance to the Chief Judge, judicial officers, and the Clerk of Court.

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. A candidate with expert knowledge and experience in the required area of expertise such as judicial conduct/ethics and judicial rules of procedure and jurisdictional statutes, e.g., the Tucker Act, is preferred. 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 judges 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 advisor to the Clerk of Court. Provide legal counsel, research advice, and assistance. Address questions and inquiries from the bar. Compile statistics, prepare reports, and evaluate procedures. Identify problem areas, make recommendations, and offer solutions.
- Review Bills of Costs filed with the court. Research and analyze case law and interpret statutes in order to draft the Taxation of Costs for the Clerk.
- Perform initial procedural and substantive review of documents, including but not limited to correspondence and case filings, to determine proper course of action.
- Perform legal research and analysis and communicate result to the Chief Judge, judicial officers, and the Clerk of Court, orally and in writing.
- Review and/or draft judgments, orders of dismissal, orders, and other legal documents as required.

- Review *pro se* complaints that have been filed to determine issues involved and basis for relief.
- Review the docket of pending *pro se* litigation to assure the proper progress of such cases and advise the court regarding cases in which action is appropriate.
- Provide information, guidance, and advice to judicial officers and other personnel working in the *pro se* area. Advise appropriate personnel on the status of particular cases.
- Provide procedural information to *pro se* litigants or counsel by responding to questions.
- Remain current with developments in the law, as well as with evolving legislation. Update legal personnel and judicial officers on those developments.
- Serve as a special legal assistant to senior judges, as needed. Conduct research and draft orders; respond to outside correspondence; review and handle incoming mail for senior judges not on recall.
- Serve as liaison to out-of-town judges and provide research support and scheduling changes when necessary for national security or other reasons.
- Serve as back up on Weekly Cases Assigned Reports and other duties as directed by the Chief Judge or Clerk of Court.
- Serve as backup to the court's EDR Coordinator.
- Serve as an employment law expert to the Clerk of Court.
- Assist in managing the court's dockets of attorney discipline and judicial conduct actions and process actions as required.
- Review and/or compose Internal Operating Procedures Manual.
- Work closely with the Director of Operations to address *pro se* issues and other matters related to the Rules of the Court.
- Respond to calls and letters from the public about the court's jurisdiction and rules.
- Staff court committees and ad hoc task forces as directed by the Chief Judge or Clerk of Court.
- Provide staff support for court events, including the Court's Annual Judicial Conference and Law Day Observance.
- Perform other duties as assigned.

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. Candidate must have strong prioritizing and problem-solving skills, 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 at all times is essential.

Qualifications:

The court requires the candidate to have a degree from an accredited law school and a minimum of three years of specialized experience working and/or practicing in a federal court environment.

To qualify at the CL 29 level: three years of specialized experience is necessary, including at least one year equivalent work at the CL-28 level. An advanced legal degree or two-year law clerkship may be substituted for two years of specialized experience.

Benefits:

10 holidays • 13-26 days annual leave (increases with service) • 13 days sick leave • Federal Employees Retirement System • Thrift Savings Plan • 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** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Resumé**;
- **Form AO78 Federal Judiciary Application Form** which can be found at: www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf;
- **Three (3) business/professional references** with name, affiliation, and contact information;
- **Salary History** for prior three (3) years;
- If a current Federal Civilian Employee, your **latest Personnel Evaluation** and your **latest SF-50**; and,
- If a current or recently discharged or retired military member, your **latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214.**
- All documents must be in PDF format and are to be e-mailed. Zip files and faxes will not be accepted.

Please combine all the documents into a single Adobe PDF format file and send to: uscfcjobs@ao.uscourts.gov. Please include the Title and Job Announcement Number in the subject line.

What to Expect Next

- The court 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.

- The court reserves 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.

- The United States Court of Federal Claims is an Equal Opportunity Employer.