



United States Court of Federal Claims Office of Special Masters

717 Madison Place NW
Washington, DC 20439

POSITION VACANCY

Announcement Number:	OSM- 2026-01-SA
Position Title:	Staff Attorney
Open Date:	July 6, 2026
Close Date:	August 21, 2026
Type of Appointment / Position:	Permanent
Grade / Salary Range:	CL-28 (\$81,906 - \$133,178) Promotion potential up to CL 30
Duty Location:	Washington, DC (conveniently located 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, Office of Special Masters (OSM), is seeking applications for a staff attorney position.

The OSM consists of one Chief Special Master and seven Special Masters - full-time judicial officials who adjudicate claims filed pursuant to the National Childhood Vaccine Injury Act, 42 USC § 300aa-1 *et. seq.* Within OSM, there are ten staff attorneys (and three supervisors). The staff attorney to be hired will assist OSM's Attorney's Fees and Costs group, which helps the special masters prepare fees decisions for the attorneys who represent claimants in the Vaccine Program. The staff attorney's responsibilities will include responding to inquiries from parties regarding cases, reviewing, drafting and finalizing documents for filing, generating statistical reports, researching legal questions, and preparing memorandum. The staff attorney may also assist the Chief Special Master in managing other docket cases, consisting of the cases most likely to be resolved without protracted litigation. These duties may also include additional case management, medical record evaluations, conducting status conferences with counsel, drafting orders, drafting fact rulings, and drafting decisions on entitlement, damages, and special projects. 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.

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 and Additional Representative Duties:

To ensure that vaccine claimants have readily available a competent bar to prosecute their claims, Congress provided for the award of attorney's fees and costs. The Vaccine Act provides for an award of fees in most cases, regardless of whether the petitioner prevails. Thus, the candidate must have expert knowledge of applicable laws, rules, and court procedures, in addition to superb skill in legal research, analysis, computations and mathematical calculations, and writing. The candidate will also review legal documents, specifically attorneys' applications for fees and costs submitted to OSM for completeness, accuracy, and appropriateness. The candidate must have skill in analyzing legal concepts and issues and skill in legal reasoning and critical thinking. 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:

Work closely with the Chief Special Master in managing the OSM attorney's fees and costs case docket: reviewing attorney fee and cost applications in order to prepare and draft decisions either awarding or denying fees, where appropriate; communicating with counsel to provide information on Vaccine Act fees request compliance; assisting with drafting necessary orders; drafting decisions, scheduling orders and other documents as required; conducting status conferences (as necessary) with the parties to review fee applications with compliance with Rules and Guidelines; performing legal research, analysis and draft decisions and scheduling orders and other documents for the Chief Special Master and other Special Masters; serving on OSM committees and ad hoc tasks forces as directed by the Chief Special Master; providing staff support for court events, including the Court's Annual Judicial Conference and Law Day Observance; and performing other duties as assigned.

General Qualifications:

The successful candidate must be a self-starter as well as detail-oriented. This position involves organizing and managing a large amount of data and information, thus a high level of attention to detail, organization skills, and ability to analyze the information is necessary. Candidate must also be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. The 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 is essential. Candidates with federal judiciary knowledge will be given preferential consideration. Candidates must also demonstrate strong writing skills.

Required Qualifications:

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

To qualify at the CL 28 level: Applicants must have two years of specialized experience, including at least one year of experience equivalent to the CL-27 level, and be admitted to practice before the highest court of a U.S. State, Territory, Commonwealth, or Possession. Specialized experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience, gained after graduation from law school.

Preferred Qualifications: The court requires a minimum of three years of specialized experience working and/or practicing in a federal court environment.

Educational Substitutions: An advanced legal degree or two-year law clerkship may be substituted for two years of specialized experience.

Benefits:

11 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);
- Résumé;
- Form AO78 Federal Judiciary Application Form which can be found at: www.uscourts.gov/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 combined into a single PDF file and e-mailed to:

osm_jobs@cfc.uscourts.gov. Zip files and faxes will not be accepted. Please include the Title and Job Announcement Number in the subject line.

What to Expect Next:

- OSM 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.
- OSM 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.