

**UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS**  
625 Indiana Avenue, N.W., Suite 900  
Washington, D.C. 20004

---

**POSITION VACANCY ANNOUNCEMENT**

**Announcement No.:** 24-04  
**Issuing Date:** April 29, 2024  
**Closing Date:** May 29, 2024

**Position:** Judicial Law Clerk to Senior Judges (Permanent)  
Court Schedule: CS-12/13 (equivalent GS-12/13)

**Note:** Preference will be given to veterans; if applying for a 5 or 10-point veteran's preference, proof of eligibility must be submitted with application.

**Conditions of Employment:** You must have a juris doctor (J.D.) degree from a law school accredited by the American Bar Association and be a member in good standing of the bar of a state or territory of the United States, the District of Columbia or the Commonwealth of Puerto Rico. Background security investigation is required for all new hires. Appointment is subject to successful completion of fingerprinting and background security investigation with favorable adjudication. Failure to meet these requirements will be grounds for termination.

**Additional Information:** This job is filled by an alternative hiring process and is not in the competitive civil service. Telework may be authorized up to full-time telework. The frequency of telework will take into account the employee's preference, performance, and the overall needs of the Court.

**This appointment is Excepted Service, made without regard to Title 5 governing appointments in the Competitive Service.**

---

**Qualification Requirements:** Applicants must have at least 1 year experience working in the judiciary or practicing veterans law. Applicants must have strong, demonstrated qualifications in academic achievement, written communication skills, and the ability to analyze complex issues. Applicants should have outstanding professional references.

In addition, applicants must provide a cover letter summarizing evidence of the following competencies:

- Legal Writing: Writes clear and concise legal documents
- Legal Analysis: Researches, analyzes, and explains complex legal issues such as constitutional, jurisdictional, and administrative-law topics.

**Preferred Qualifications:**

- Standing within the upper third of the law school class from a law school on the approved list of the American Bar Association;
- Experience on the law review or journal of such a school;
- Participation in a moot court competition; and/or
- Participation in a veterans law clinic or veterans law classes.

**Position Grade Levels:** One year of legal work experience post-J.D. is required for a appointment at the CS-12 level. A minimum of two years of legal work experience post J.D. is required for, but does not guarantee, appointment at the CS-13 level. Current 2024 salary range including Washington-Baltimore Locality Pay, as of issuing date, is: CS-12 (\$99,200-\$128,956); and CS-13 (\$117,962-\$153,354).

**Promotion Potential:** If you are selected at the CS-12 level, you may be promoted without further competition to the CS-13 level once you have served 12 months at the CS-12 level and met performance requirements. If you are selected at the CS-13 level, you may be promoted without further competition to the CS-14 level once you have served 2 years at the CS-13 level and met performance and other requirements. With successful completion of performance standards, promotion may be available.

**Instructions for Applying:** Application *must include* the following materials (if emailing, preferably in .pdf format combined in one attachment):

1. Cover letter;
2. Resume;
3. Completed OF 306 (Declaration for Federal Employment, available at [www.uscourts.cavc.gov/documents/of306.pdf](http://www.uscourts.cavc.gov/documents/of306.pdf));
4. Law school and (if applicable) other relevant graduate transcripts;
5. Self-edited legal writing sample not to exceed 10 pages; and
6. Names, telephone numbers, and email addresses of three professional references.

Submit application packet to:

[afrancis@uscourts.cavc.gov](mailto:afrancis@uscourts.cavc.gov)

or

Chief Judge Margaret Bartley  
ATTN: Ms. Alexandra Francis 625  
Indiana Avenue, NW, Suite 900  
Washington, D.C. 20004

***The United States Court of Appeals for Veterans Claims is an equal opportunity employer. Applicants will receive consideration without regard to race, color, age, sex (including pregnancy), gender identity, sexual orientation, religion, marital status, national origin, disability, or political affiliation.***