

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

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POSITION VACANCY ANNOUNCEMENT

Announcement No.: 17-04  
Issuing Date: 11/28/2017  
Closing Date: Open until filled

**Position:** Judicial Law Clerk to Judge Mary J. Schoelen – Clerkship commences on approximately February 1, 2018, and ends approximately December 2019.

Court Schedule: CS-11/12/13 (equivalent GS-11/12/13).

**Note:** Applicants applying for a 5 or 10 point preference must submit proof of their eligibility, along with their application, for the preference to be considered.

**Conditions of Employment:** A background security investigation will be required for all new hires. Appointment will be subject to applicant's successful completion of fingerprinting and a background investigation with favorable adjudication. Failure to meet these requirements will be grounds for termination.

This appointment is made without regard to Title 5 governing appointments in the competitive service. All appointments are Excepted Service.

**Area of Consideration:** Nationwide

**Qualification Requirements:** To qualify for the position of law clerk, a person must be a law school graduate no later than date of appointment from a law school of recognized standing, and have demonstrated one of the following accomplishments or proficiencies:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the Chief Judge, is the equivalent of one of the above.

Some examples of criteria that are considered acceptable as equivalent include:

- Publication of a noteworthy article in a law school student publication or other scholarly publication;
- Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
- Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools; or
- Participation in the legal aid or other law school clinical program sanctioned by the law school.\*

(\*To receive credit, participation and experience could not have been for academic credit.)

**Position Grade Levels:** Bar membership is required for appointment at the CS 12 or 13 level. One year of legal work experience is required for appointment at the CS 12 level. Two years of legal work experience is required for appointment at the CS 13 level.

**Legal Work Experience:** Legal work experience for this position is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

**Instructions for Applying:** Your application must include: a resume, a letter, your law school transcripts, your approximate class rank in law school, a self-edited legal writing sample, and three letters of reference (two of which must be law related). If you have any questions, contact Ramona Smalls (Human Resources Specialist) at (202) 501-5988. Please submit your complete application packet to:

Judge Mary J. Schoelen  
U.S. Court of Appeals for Veterans Claims  
Attn: Ms. Lorraine Swisher  
625 Indiana Avenue, N.W., Suite 900  
Washington, D.C. 20004

The United States Court of Appeals for Veterans Claims is an equal opportunity employer. All applicants will receive consideration without regard to race, color, age, sex, religion, marital status, national origin, or disability.