

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

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 20-06
Issuing Date: 02/07/20
Closing Date: 02/28/20

Position: Legal Editor (Part-time—8-hour days during the last two weeks of the month with potential to become fulltime). Court Schedule: CS 13 (equivalent GS 13. Salary range including 2020 Washington-Baltimore Locality Pay is \$102,663 to \$133,465.).

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

Conditions of Employment: A background security investigation is required for all new hires. Appointment will be subject to the applicant's successful completion of fingerprinting and a background security 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: Area wide.

Key Requirements:

- **You must be a U.S. Citizen.**
- **You must submit application and resume by 11:59 PM EST on the closing date.**
- **You must provide all required documents by closing date.**
- **You must receive your pay via Direct Deposit.**

Scope of Work: The editor's thorough and timely completion of his or her work directly contributes to the Court's efficiency and productivity. The Judges and judicial law clerks rely on the editor---the Court's expert on writing and style---for professional and thorough review. The editor must take initiative and exercise good judgment and perseverance.

Organizational Relationships: The editor is part of the Court's Public Office and reports directly to the Public Office's Chief Deputy Clerk of Operations. The editor works as a part of a team of three editors, who edit the decisions of the Court's nine active Judges and several retired Judges who work in recall status. The editor also cooperates with colleagues in the Public Office in issuing the Court's final decisions; the editor works with the Clerk of the Court in editing letters and materials issued by the Clerk's Office; and with respect to research and acquiring research materials, the editor works with the Court librarian.

Duties and Responsibilities:

Substantive Editing---Review the Court's decisions (that is, the Court's orders, memorandum decisions, and precedential panel decisions, including decisions published electronically on Lexis and Westlaw and those published in the hardbound volumes of West's *Veterans Appeals Reporter*) to promote clarity, economy, logical progression of ideas, and general intelligibility. This review involves (1) continually striving to help the Court convey its legal analysis in plain English; (2) clarifying and trimming muddy and wordy prose; (3) identifying redundancy; (4) reviewing organization; (5) ensuring facts are presented consistently and accurately; (6) diplomatically and respectfully suggesting revisions; (7) removing barriers to clear expression without interfering with the author's tone and intent; (8) helping to shape the author's thoughts while preserving the author's ideas; and (9) keeping in mind that many pro se appellants read the Court's decisions.

Copy Editing---Review the Court's decisions by (1) identifying errors in usage and suggesting alternatives; (2) identifying awkward phrasing and suggesting alternatives; (3) ensuring correct grammar, spelling, and punctuation; (4) reviewing the consistency of headings; (5) promoting consistency in typeface; (6) ensuring layout comports with the Court's templates and rules for laying out its orders, memorandum decisions, and precedential panel decisions; (7) ensuring style (e.g., capitalization, hyphenation) consistent with the Court's Style Manual, the *United States Government Printing Office Style Manual*, and *The Chicago Manual of Style*.

Legal Editing---Review the Court's decisions by (1) ensuring legal citations are consistent with the Court's Style Manual and *The Bluebook*, and (2) verifying the accuracy of quotations.

Other Editing Duties---Edit transcripts, review and prepare galleys of Court's tri-annual Judicial Conference and other Court events for publication in West's *Veterans Appeals Reporter*; edit congressional testimony; help draft and edit Court rules revisions, website and intranet materials, letters from the Court and the Clerk of Court, speeches by Judges and Court personnel, and articles for submission to veteran-related publications and websites; proofread final documents; respond promptly to authors' questions about citation, usage, and grammar; brief new law clerks on the Court's Style Manual and writing style.

Qualification Requirements: To qualify for the position of Legal Editor, an applicant must possess the following qualifications: A law degree (**preferred**) or significant experience reading and editing caselaw, statutes, and regulations; knowledge of the standards of literate communication, and therefore, a degree in English literature or a liberal arts or journalism degree; a history of reading broadly; the ability to discern the issues discussed by lawyer-authors; the ability to locate caselaw, statutes, and regulations on electronic databases or in hardbound volumes; familiarity with *The Bluebook* as a standard of legal citation; familiarity with the *United States Government Printing Office Style Manual* and *The Chicago Manual of Style*; excellent writing skills; writing experience; facility with grammar and usage; ability to recognize and distinguish between legalese and plain English and between vague and concrete language; facility with and knowledge of standard American usage; extreme attention to detail; ability to meet deadlines in a high-volume Court; ability to communicate tactfully with authors (Judges, judicial law clerks, and managers); ability to understand the role of editor vis-à-vis author; and, in editing, ability to perceive and leave undisturbed the author's intent; awareness of various dictionaries (general, legal, medical) and usage guides; experience working with Word and Microsoft Office Suite; familiarity with desktop publishing and principles of designing documents; and knowledge of the special vocabulary used to describe veterans' medical conditions.

Note: One year of the specialized experience must have been at, or equivalent to, the next lower grade in the Federal service.

NOTE: The selectee will be subject to a one-year probationary period.

Instructions for Applying:

You may apply by submitting the following required documents:

- A resume from the USA Jobs Resume builder, or other written application containing all information requested in the USA Jobs Resume builder.
- OF-306 (Declaration for Federal Employment). A copy of the (OF- 306), is available at www.uscourts.cavc.gov under [Employment](#).
- If applicable, Veterans' Preference documentation (DD-214 stating disposition of discharge or character of service, VA letter, SF-15, etc.). Notification of Personnel Action (SF-50)- All applicants outside of USCAVC must submit a copy of your latest SF-50 to verify current or former Federal employment status.

Please submit your application packet to:

Clever Parran
employment@uscourts.cavc.gov

Please include the vacancy announcement number in the subject line. To be considered, you must submit a complete application package by 11:59 EST on the day the announcement closes.

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.