

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.: 21-03  
Issuing Date: 01/11/2021  
Closing Date: 02/01/2021

Position: Appeals Processing Clerk  
Court Schedule: CS 7 or CS 8 or CS 9 (equivalent GS 7 or GS 8 or GS 9, salary range including 2020 Washington-Baltimore Locality Pay is \$49,157-\$78,167).

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.

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

Conditions of Employment: A background security investigation will be 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.

More than one position may be filled from this vacancy announcement.

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Area of Consideration: Area-Wide

Duties and Responsibilities: The Appeals Processing Clerk is responsible for managing all cases pertaining to his or her terminal digit assignment from 30 days after initial docketing until procedural or merits termination. The incumbent verifies and enters event information in an automated case management electronic case management (CM-ECF) system by selecting appropriate entry codes or by creating a tailored entry. The incumbent determines if documents meet requirements of rules; if not, incumbent will return documents and describe corrective action. The incumbent establishes and monitors due dates for subsequent actions; when due dates are not met, the incumbent notifies appropriate court officials or issues show cause orders. The incumbent identifies documents that require special handling and refers them to appropriate court personnel with minimum delay. The incumbent interacts with chambers staff, other Clerk's Office staff, members of the Bar, the General Counsel's office of the Department of Veterans Affairs, and the public. The incumbent acts on uncontested motions by electronically granting them, as delegated, or by referral to supervisors. The incumbent issues routine notices and orders to move cases forward. The incumbent prepares orders for the Clerk and other supervisors' signatures as prescribed by the standard operating procedures (SOPs).

Qualification Requirements: To qualify for the position of Appeals Processing Clerk, an applicant must be a high school graduate, or the equivalent. Possession of an undergraduate degree is preferred and must have the following experience:

CS Grade Level	Years of General Experience	Years of Specialized Experience	Total Years of Experience
7	2	2	4
8	2	3	5
9	2	4	6

Note: One year of the required experience (specialized, if that is required at the grade level) must have been at, or equivalent to, the next lower grade in the federal service.

General Experience: General experience is defined as progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems.

Specialized Experience: Specialized experience is defined as progressively responsible legal experience requiring the routine use of keyboard skills and use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in courts, law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, corporate headquarters, or personnel/payroll operations, etc.

Experience in operating computers with knowledge of CM-ECF is preferred.

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

Instructions for Applying: Submit the following: Resume, Declaration for Federal Employment (OF-306), school transcripts (if applicable) and SF-50 (if applicable). A copy of the (OF-306), is available at [www.uscourts.cavc.gov](http://www.uscourts.cavc.gov) under **Employment**. Submit information to: Human Resources Office at [employment@uscourts.cavc.gov](mailto: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 PM Eastern Time 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.*