

# 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. 23-09**

**Issuing Date: 05/26/2023**

**Closing Date: 07/10/2023**

**Position:** Clerk of the Court/Executive Officer (Permanent)  
Court Schedule: CS-16/17/18 (Full-time salary range including 2023 Washington-Baltimore Locality Pay is \$182,000 to 232,000)

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

**Conditions of Employment:** 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.

**Area of Consideration:** Government-Wide

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

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## JOB SUMMARY AND DUTIES:

The Clerk of the Court/Executive Officer is an executive-level, statutory position appointed by the Judges of the U.S. Court of Appeals for Veterans Claims and serves at the pleasure of the Court. The Court, established in 1988 by an Act of Congress (now codified at 38 U.S.C. §§ 7251-7298), is a totally independent judicial tribunal of nationwide jurisdiction that provides judicial review of decisions from the Department of Veterans Affairs administrative claims system. The Court opens between seven- and nine-thousand cases each year and has several thousand cases pending at various stages.

The Court currently has nine active Judges appointed by the President, by and with the advice and consent of the Senate, for terms of 15 years. Three senior Judges currently participate in the work of the Court. One of the Court's Judges is designated Chief Judge of the Court and continues to hold that distinction for five years after which the designation of Chief Judge passes to the next most senior Judge.

The Court is located in the Penn Quarter of Washington, D.C., in close proximity to Judiciary Square and the National Archives. For more information about the U.S. Court of Appeals for Veterans Claims, please visit:  
<http://www.uscourts.cavc.gov>.

**Major Duties:** The Clerk serves as the senior operations officer for the Court and reports to the Chief Judge. Responsibilities of the position include, but are not limited to:

- Leadership of a Clerk's Office staff dedicated to conducting the business of the Court, supporting the Judges and staff of the Court, and serving the public with efficiency and excellence.
- Conduct of case operations, including case management; fee collections; entry of notices, orders, and judgments; oral argument; opinion publication and circulation; records maintenance; and statistical reporting.
- Management and responsibility for the provision of all support services required by the Court including case flow operations; legal staff support; budget and financial management; personnel management and pay administration; procurement, space, and facilities management; records management; library services; format and publication of the Court's decisions; and information technology management.

- Implementation of the Court's Rules of Practice and Procedure, including interpretation, explanation, and application of the rules; development of proposed amendments; and coordination with and liaison to the Court's Rules Advisory Committee.
- Membership on the Court's Judicial Advisory Committee with leadership responsibilities as assigned by the Chief Judge.
- Oversight of attorney admission and discipline, including coordination with the Standing Panel on Attorney Discipline.
- Public information officer and point of contact for the media, public, bar, and litigants. Manages the administration of Court programs involving interaction with the public and the bar including the Court's judicial conferences, partnered activities with the Court's Bar Association, educational outreach, and scheduled oral arguments, in the courtroom, through remote technology, and at law schools and other sites across the country.
- Coordination of continuing legal education, educational outreach, and other training programs.
- Development and maintenance of relationships with the practicing bar, governmental agencies having business before the Court, other federal courts, Congressional staff, and the Administrative Office of U.S. Courts.
- Consultation with and making recommendations to the judges regarding Court policies, practices, and procedures.
- Collecting, compiling, and analyzing statistical data with a view toward the preparation and presentation of reports based on such information as may be directed by the Chief Judge, the Court, or Congress.
- Management of the admission of qualified applicants to practice before the Court, as well as the conduct of preliminary investigations of all complaints of misconduct and recommending appropriate action to be taken by the Court.
- Under the supervision and guidance of the Chief Judge, serving as spokesman for the Court to disseminate information and to respond to inquiries concerning the Court and the status and disposition of matters before it. The incumbent is responsible for ensuring timely release to the public of accurate information about the work of the Court and the cases pending before it.

### **Required Competencies (Job Knowledge, Skills, and Abilities)**

The duties of the Clerk of the Court/Executive Officer require (1) broad knowledge of administrative law and litigation; (2) knowledge of appellate court administration, appellate court procedures, and related matters; (3) a thorough understanding of organizational, procedural, and interpersonal aspects of leading an organization, both from an organizational and institutional perspective; (4) the keen ability to analyze and evaluate the effectiveness of the Court's operations and initiate improvements in keeping with the overall objectives and progressive goals of the Chief Judge and the Court; (5) an ability to interpret and implement rules, regulations, and procedures pertaining to all aspects of the Court's nonjudicial operations; (6) skill in the use of automated equipment, systems, and applications; (7) the highest level of effective communication skills both orally and in writing; (8) the ability to serve as an able spokesman for, and representative of, the Court in all external relationships; (9) knowledge of and compliance with the Code of Judicial Conduct for Judicial Employees and Court confidentiality requirements; and (10) the ability to consistently demonstrate sound ethics and judgment.

### **Scope and Effect of Work**

The occupational requirements, job knowledge, and organizational relationships directly contribute to the efficiency, productivity, and morale of the entire Court staff. Employment of sound judgment and professional competence by the Clerk of the Court/Executive Officer is also essential to ensuring that the Court satisfactorily fulfills its statutory mandate to dispose of appeals effectively and efficiently and that it promotes and enforces the highest standards of justice. As the Clerk of the Court/Executive Officer, the incumbent serves as the hub of the Court's judicial activities by channeling the flow of litigation to the Court for decision and the flow of completed adjudications to the parties and the public for dissemination. The incumbent also serves as the initial contact point from which the staff, resources, and facilities that support the Court's judicial functions are planned and managed. The incumbent's professional competence, judgment, and wisdom bear profoundly on the Court's effectiveness in accomplishing its statutory responsibilities.

### **Complexity**

The broadest range of leadership, management, and administrative issues are presented for direction, analysis, recommendation, and resolution. Incumbent must possess the highest level of trust and confidence in representing the Court in all aspects of Court administration.

### **Organizational Relationships**

The Clerk of the Court/Executive Officer reports to the Chief Judge. The incumbent also has contact with many others for a variety of purposes including interaction with the Judges of the Court, as well as the legal, administrative, and support staff for the purpose of managing and overseeing all of the Court operations and enforcing compliance with Court rules and policy. The incumbent makes contacts within and outside the Court to provide and exchange information, to facilitate the appellate process with the Federal Circuit and Supreme Court, and to participate in conferences and planning sessions with the Judges and other high-level officials.

### **QUALIFICATIONS/REQUIREMENTS:**

The successful candidate must possess excellent verbal and written communication skills; a high degree of personal adaptability; the expertise to provide innovative solutions to workplace issues; high ethical standards; a positive work attitude; the ability to adapt and lead in a changing work environment; and the ability to exercise mature judgment in making decisions on controversial and potentially sensitive work issues. The ideal candidate will have a thorough understanding of the operation processes of a Federal appellate environment including the Federal Rules of Appellate Procedure and all facets of case managements processes using federal case management–electronic case filing software (CM-ECF).

#### **GENERAL EXPERIENCE:**

A minimum of 10 years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural, and human aspects in managing an organization. A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for 1 additional year of the required general experience. A degree from an accredited law school may be considered as qualifying for 2 additional years of the required general experience.

#### **SPECIALIZED EXPERIENCE:**

At least 3 of the 10 years of experience must have been in a position of substantial management responsibility. It is defined as progressively responsible experience in administrative, supervisory, managerial, or professional work that provided an opportunity to acquire a thorough knowledge of basic concepts, principles, policies, and theories of court management and administration.

#### **EDUCATION:**

A successful candidate for this position will possess a master's degree in a relevant field or a law degree from an accredited college or university. A law degree is preferred.

### **HOW TO APPLY:**

Send cover letter, resume, Federal Declaration of Employment (OF-306) (<https://www.opm.gov/forms/optional-forms/>) and a writing sample of no more than three pages explaining the following:

1. Why are you applying for this position?
2. What is your leadership style?

3. The Court receives appropriations directly from Congress and is not directly supported by intermediate or higher-level judicial or executive branch organizations. What are benefits and challenges to this arrangement? Explain how you might draw on your experience to help manage the Court in this environment?

**SUBMIT APPLICATION PACKAGE TO:** [Employment@uscourts.cavc.gov](mailto:Employment@uscourts.cavc.gov)

**AN INCOMPLETE PACKAGE WILL NOT BE CONSIDERED.**

**NOTE: SELECTEE WILL BE SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD.**

*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 and gender identity), sexual orientation, religion, marital status, national origin, disability, or political affiliation.*