

UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS

625 Indiana Avenue, N.W., Suite 900

Washington, D.C. 20004

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 24-08

Issuing Date: 7/08/2024

Closing Date: 7/29/2024

Position: Staff Attorney-Advisor
Court Schedule: CS 12/13/14 (equivalent to GS 12/13/14; salary range including Washington-Baltimore 2024 Locality Pay is \$99,200 to \$181,216).

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.

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. Appointment will be subject to the applicant's successful completion of fingerprinting and a background security investigation with favorable adjudication as determined in the sole discretion of the Judge. Failure to meet these requirements will be grounds for termination.

Area of Consideration: Area-Wide

Duties and Responsibilities: The staff attorney-advisor position is in the Court's Central Legal Staff, which is located in the Office of the Clerk of the Court. The duties and responsibilities of the position are performed under the general supervision of the Chief Staff Attorney-Advisor or a Judge and include, but are not limited to:

1. Conducts conferences with the litigating parties, using mediation techniques, to explore the possibility of settlement or to narrow the issues to be briefed; to settle applications for attorney fees and expenses; and to resolve disputes over the content of the record on appeal.
2. Analyzes case materials and drafts procedural orders for Judges and the Clerk of the Court.
3. Responds to inquiries from Judges and others about Court cases, to include screening appeals and petitions and researching and preparing memoranda of law.
4. Provides other legal duties, as required.

Qualifying Requirements: Applicants must possess a professional law degree (J.D. or LL.B.) from a law school accredited by the American Bar Association or the Association of American Law Schools, and be a member of the bar of the highest court of any state, the District of Columbia, or a territory, possession, or commonwealth of the United States. In addition, applicants must have two years of post-J.D./LL.B. legal work experience to qualify for grade 12, three years of post-J.D./LL.B. legal work experience to qualify for grade 13, or four years of post-J.D./LL.B. legal work experience to qualify for grade 14. One year must be at, or equivalent to, the next lower grade in the federal service.

Legal Work Experience: Progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience received after graduation from law school.

Experience in Veterans' Benefits Law required. Mediation experience and judicial law clerk experience would be beneficial.

Educational Substitutions: An LL.M. degree is equivalent to one year of legal work experience.

Note: Selectee will be subject to a one-year probationary period. Telework eligible, as determined by Court policy.

Instructions for Applying: Applications must include the following: Cover letter, resume, completed *Declaration for Federal Employment (OF-306)*, a self-edited legal writing sample not to exceed 10 pages, and two professional references (non-family members) with the names, telephone numbers, and e-mail addresses. A copy of the form OF-306 can be found on the

Court's website www.uscourts.cavc.gov under **Employment**. Submit application packet to: Human Resources Office at employment@uscourts.cavc.gov. Please include the vacancy announcement number in the subject line. Please submit all electronic documents in one file. **To be considered, you must submit a complete application package by 11:59 PM Eastern Time on the day the announcement closes.** *Failure to provide the required information and/or materials may result in your not being considered for employment.*

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 (including pregnancy), gender identity, sexual orientation, religion, marital status, national origin, disability, or political affiliation.