



UNITED STATES COURT OF APPEALS

District of Columbia Circuit
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001

Vacancy Announcement Number: USCA-16-03

Position: DIRECTOR OF THE LEGAL DIVISION (SENIOR STAFF ATTORNEY)

Salary: \$150,215 - \$200,022 (JSP 16 - 17, depending on experience and qualifications)

Location: WASHINGTON, D.C.

Opening Date: June 15, 2016

Closing Date: OPEN UNTIL FILLED - To ensure consideration, submit application by June 29, 2016.

The United States Court of Appeals for the D.C. Circuit is accepting applications for the position of Director of the Legal Division (Senior Staff Attorney). **This position begins January, 2017.**

POSITION SUMMARY: The Director of the Legal Division is an executive position appointed by the Chief Judge with the approval of the Court pursuant to 28 U.S.C. § 715. The Director of the Legal Division reports to the Clerk of Court and supervises the Legal Division, a unit of the Clerk's Office that employs approximately 11 attorneys and one administrative support personnel. The primary responsibility of the Director of the Legal Division is to ensure the high quality of all substantive work performed by the legal and support staff employed by the Legal Division. In addition, the Director has administrative responsibility for all aspects of the Office's operations, including but not limited to, human resources management, recruitment and training, budget and fiscal oversight, procurement management, statistical reporting, and records management.

RESPONSIBILITIES: Provides legal, procedural, and substantive advice to the Court, Clerk, Clerk's Office staff, bar members, and the public; conducts research on general legal questions posed by judges and the Clerk and prepares memoranda on the results of the research. Provides guidance, advice, and assistance to staff attorneys regarding substantive and procedural legal issues. Provides guidance to court staff on local and federal rules and procedures. Assists the Clerk of Court with matters concerning the management of the office, including the evaluation of short- and long-term institutional goals and strategies, as appropriate. Reviews submissions from line attorneys and staff (including draft memos, proposed orders, and similar documents), ensuring that the quality of the work comports with court standards. Screens cases for jurisdictional issues, suitability for mediation, and assesses the difficulty of the appeal and the necessity for oral argument. Oversees hiring decisions. Monitors the "rapid response" backlog control program in the Legal Division. Serves as the primary person responsible for managing large, multiparty cases. Prepares orders disposing of procedural motions. Oversees cases dealing with national security, terrorism, and counterespionage which require special handling of classified materials and information. Actively involved in the promulgation of the circuit's rules and handbook. Provides advice to the Clerk's Office Operations Unit regarding the processing of motions, preparation of votesheets, and drafting of orders. Provides after-hours supervisory duty for emergency matters.

QUALIFICATIONS: The caseload of the D.C. Circuit involves virtually every area of federal law and is unique in the number of cases filed against the executive branch. Because the Director of the Legal Division must be able to advise the judges and Clerk on difficult, varied, and important legal issues, the court is highly selective in its hiring. The court is looking for an

individual who has the ability to analyze complex legal issues quickly and to express oneself clearly, both orally and in writing. Prior experience working for a federal court, especially in a Clerk's Office or Staff Attorney Office, is preferred. Any management or supervisory experience should be described.

At a minimum, applicants must possess a J.D. degree, be a member of the bar of a state or the District of Columbia, and have at least five years of specialized experience gained after graduation from law school.

Qualified applicants also will possess superior analytical, research and writing skills; outstanding written and oral communication abilities; strong interpersonal skills; and the ability to work effectively and comfortably with judges, chambers staff, and senior court staff.

Specialized Experience

Progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience, gained after graduation from law school.

REQUIREMENTS: Because the D.C. Circuit entertains a large number of high-profile and sealed cases, employees are subject to strict confidentiality requirements.

In addition, your continued employment is contingent upon the satisfactory completion of a background records check. A full background investigation for a security clearance is required.

The successful applicant must be a United States citizen or eligible to work in the United States. This position is an excepted appointment and is "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.

APPLICATION PROCEDURE:

To apply, send by mail (1) a cover letter explaining how your qualifications and experience relate to the requirements of the position; (2) a resume; and, (3) a self-edited writing sample to:

U.S. Court of Appeals for the D.C. Circuit
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W., Room 5534
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
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