

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

<u>Vacancy #:</u>	CAFC 23-19
<u>Posting Dates:</u>	October 17, 2023 – November 17, 2023
<u>Position Title:</u>	Term Law Clerk to a Senior Federal Judge <i>2-year term (possible extension not to exceed 4 years)</i>
<u>Grade/Salary:</u>	JSP 11 – JSP 14 (\$78,592 – \$172,075) <i>Salary determined by qualifications and experience as outlined below under “Position Requirements - Qualifications.”</i>
<u>Position Location:</u>	U.S. Court of Appeals for the Federal Circuit 317 Madison Place NW, Washington, DC 20439

About the Court

The United States Court of Appeals for the Federal Circuit (CAFC) is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. For additional information about our court please [click here](#).

Position Overview

The Law Clerk will provide legal and administrative support to the Honorable Evan J. Wallach. The Law Clerk will have a term appointment for a period of two years. Responsibilities include but are not limited to:

Performing legal research and keeping abreast of changes in the law to brief the Judge. Drafting legal documents addressing various issues arising in appellate proceedings. Assisting the Judge during court proceedings. Reviewing orders, motions, applications, petitions, complaints, and other pleadings filed with the Court. Drafting proposed opinions, memorandum decisions, and orders. Reviewing electronic case files to brief the Judge on critical issues prior to hearings and trials. Writing assistance. Managing the Judge's docket, ensuring that cases reach trial or settlement. Supporting the Senior Law Clerk in providing office management for the day-to-day operational management of chambers.

Judge Wallach frequently sits by designation in other federal Circuit Courts of Appeal and District Courts, so applicants should have an interest in general appellate and trial court service, in addition to interests in areas of the Federal Circuit's jurisdiction. Law Clerks must be able to travel as needed to attend hearings and conferences when sitting by designation in other courts.

Position Requirements

One two-year position available with a start date of July 29, 2024. The applicant must have excellent academic credentials and superb legal research, communication and writing skills, and must be a team player willing to perform administrative tasks as needed. The applicant will be expected to draft orders and other documents efficiently, thoroughly, and in a timely manner.

Candidates with experience or interest in patent law, a scientific or technical background, and/or prior clerkship experience are preferred. Military veterans, particularly JAGs, are encouraged to apply.

Education

To qualify for the position of Law Clerk, an applicant must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing.

Preferred Competencies

- Experience working in the judiciary or a legal office environment.
- Advanced knowledge of MS Office Suite, Westlaw, and Lexis.
- Experience with the federal judiciary's CM/ECF electronic case management system.

Qualifications

- **JSP 11**: No Bar membership and less than one year of legal experience*.
- **JSP 12**: Bar membership and one year of legal experience*.
- **JSP 13**: Bar membership and two years of legal experience*.
- **JSP 14**: Bar membership and three years of legal experience* (two of the three years must be legal work in any position in a court unit or federal public defender organization with federal judiciary).

*Due to the nature of the work of the CAFC, other professional work experience in a field of the court's jurisdiction such as engineering, science, or technology, may be substituted for the required legal work experience (whether pre- or post-Juris Doctor) on a year-for-year basis, at the appointing judge's discretion. This experience may not, however, be substituted for the federal clerkship experience required for appointment or promotion to the JSP-14.

Application Process and Information

Applicants must apply through Oscar <https://oscar.uscourts.gov/> and submit all required documents. To be considered application packages must include the following:

- Cover letter and resume with detailed work history (include vacancy number CAFC 23-19).
- Law transcript, one writing sample and three letters of recommendation.
- Three professional references required & applicant consents to references being contacted by the court.

Attachments must be submitted as Microsoft Word or Adobe Acrobat (PDF) documents. Other formats are not acceptable.

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: hr@cafc.uscourts.gov.

Benefits Information

The candidate selected for this position will be eligible for a generous federal employee benefits package which includes:

- Eleven paid federal holidays per year.

- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance.
- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP).
- Public Service Loan Forgiveness program pursuant to the term of the ([PSLF](#)) program.
- For more benefit information visit the [Judiciary's Benefits Page](#).

Additional Information

Only those applicants selected for an interview will be contacted and must travel at their own expense if interviews are conducted in person. Reimbursement for relocation is not available. The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

This is not a remote position. The position will normally work in chambers in downtown Washington, DC; however, telework is available on an ad hoc basis at the discretion of the Judge and according to agency policy. Employees of the United States Court of Appeals for the Federal Circuit are excepted service appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U.S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The U.S. Court of Appeals for the Federal Circuit is an Equal Opportunity Employer.