

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

<u>Vacancy #:</u>	CAFC-24-03
<u>Posting Dates:</u>	Open until filled
<u>Position Title:</u>	Legal Advisor
<u>Grade/Salary:</u>	CL 27 – 30 (\$66,197 – \$181,228) Salary determined by qualifications and experience as outlined below under “Required Qualifications.” Promotion up to the CL 30 may occur without further posting or competition.
<u>Position Location:</u>	U.S. Court of Appeals for the Federal Circuit 717 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 Legal Advisor advises the Circuit Executive and Clerk of Court on day-to-day legal, administrative, and policy matters for the court. The incumbent independently conducts legal research, provides analysis, prepares reports, and drafts court procedures and policy documents. The Legal Advisor provides appropriate guidance to senior staff and management on administrative and operational areas as needed to ensure the effective operations of the court. This position does not work on substantive matters involving cases pending before the court, and this position includes a combination of legal and administrative functions. This position is expected to work on-site in Washington, D.C., with limited telework availability.

Responsibilities of the Legal Advisor may include but not limited to:

- **Legal Review and Advice:** Conduct legal research and provide procedural and substantive advice on legal policy matters applicable to daily court operations and activities. Conduct research on specific legal questions and report on the results of such research. Provide substantive legal advice and review to senior staff and management concerning procurement, human resources, facilities and security, information technology, court operations and administration, and ethics matters. Draft, review, and revise contractual agreements for the court. Analyze and interpret federal statutes and regulations, Administrative Office directives, policies and procedures, and court rules and orders affecting the operation and work of the court. Coordinate requests for legal assistance and representation requests with the Administrative Office of the U.S. Courts.

- **Compliance and Risk Management:** Manage the development, implementation, and maintenance of the court's enterprise risk management and compliance program, including preparing regular status reports, monitoring critical incidents, and ensuring appropriate corrective and preventive actions are implemented following audits or other critical incidents. Lead and facilitate meetings of the court's Risk Management Working Group. Monitor and evaluate existing and proposed laws, rules, court decisions, judiciary regulations, and Judicial Conference and Administrative Office directives to determine the impact on court operations and to propose changes to court policies or procedures as necessary to comply with such changes. Serve as a member of the court's internal self-assessment team, in charge of performing the annual internal audit for the court.
- **Local Rules and Policy Coordination:** Review and draft changes to local rules, internal operating procedures, clerical procedures, administrative orders of the court, forms, and guidelines, including assisting the Chief Deputy Clerk manage the court's rule amendment and public notice requirements and publication of the court's local rules. Provide administrative support to the court's Rules Committee and amendment process. Assist the Circuit Executive and Clerk of Court in the development of guidelines by which the federal and local rules are applied within the Clerk's Office in cases filed with the court. Coordinate with the Federal Circuit's Office of General Counsel as needed.
- **Policy Development and Coordination:** Assist the Circuit Executive and Clerk of Court in the development and review of court administrative policies, standard operating procedures, and other policies in areas such as procurement, human resources, facilities, security, information technology, and court operations and administration. Provide substantive support to court offices and subject matter experts in implementing procedural and policy changes. Research and prepare reports in support of court operations, including recommending operational or administrative changes as needed. Assist with the development and maintenance of work instructions for all court units.
- **Circuit Executive's Office Support:** Provide operational and administrative support to the Circuit Executive and Clerk of Court's duties in his role as Secretary to the Federal Circuit Judicial Council and administrative duties concerning intracircuit and intercircuit assignments and actions under the Judicial Conduct and Disability Act. Provide support to prepare materials for and to implement decisions of the Federal Circuit Judicial Council. Assist the Circuit Executive and Clerk of Court in coordinating and preparing for meetings of the Facilities Security Committee, the Federal Circuit Judicial Council, the Judicial Conference of the United States, and national advisory groups.
- **Public Information Support:** Draft administrative orders and public notices for review and consideration by the Chief Judge or Circuit Executive and Clerk of Court. Assist the court's public information officer on media and public inquiries and the development of new public content and materials. Draft responses to inquiries to the Circuit Executive and Clerk of Court regarding procedures or information requests about the court's processes or procedural matters. Prepare responses to requests for assistance from the Administrative Office of the U.S. Courts or other courts regarding proposed amendments to policies, codes, rules, and official forms. Respond to surveys and requests for information relating to court operations and procedures.
- **General Responsibilities:** Communicate and respond to judges, chambers staff, and management requests regarding circuit operations. Communicate clearly and effectively, both orally and in writing, to explain complex operational matters and concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing good customer and quality service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Develop, implement, and maintain written procedures for assigned functions. Comply with the *Guide to Judiciary Policy*, applicable Administrative Office policies and procedures, internal controls guidelines, and all local policies and procedures. Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements. Always demonstrate sound ethics and good judgment. Display a careful and deliberate approach in handling confidential information in a variety of contexts.

Required Qualifications

- **CL 27 (\$66,197 – \$82,764):** Graduation with a Juris Doctor (JD) degree from a law school that has been accredited by a recognized accrediting authority and admission to practice before the highest court of a State, Territory, Commonwealth, or federal court of general jurisdiction of the United States within the first year of employment.
- **CL 28 (\$79,339 – \$128,992):** One year of specialized experience and active bar membership.
- **CL 29 (\$94,359 – \$153,366):** Two years of specialized experience and active bar membership.
- **CL 30 (\$111,507 – \$181,228):** Three years of specialized experience and active bar membership.

The incumbent must be an innovative and creative problem solver who can effectively work with staff to define and develop solutions to business problems. Also, the ability to work independently in a team environment as well as the ability to manage multiple priorities within strict deadlines in a fast-paced environment.

The following may be credited as one year of specialized experience:

- Graduation in the upper third of class from a law school accredited by the American Bar Association or the Association of American Law Schools;
- Membership on the editorial board of a law review of such a school; or
- Graduation with an advanced degree from a law school accredited by the American Bar Association or the Association of American Law Schools.

**Specialized experience* is defined as post-law school work experience engaged in the practice of law either in private practice, for a non-profit organization, for a government agency, or in a judicial clerkship.

Preferred Qualifications

- Graduation in the upper third of law school class; membership on the editorial board of a law review or similar publication; special high-level honors for academic excellence in law school such as election to the Order of the Coif, teaching or research assistant in law school, publication in a law review, or participation in a law school clinical program.
- Prior experience as a federal law clerk or court staff legal position.
- Demonstrated knowledge of court culture and organizational dynamics, such as through a prior position or internship with a federal or state court.
- Prior non-litigation operational or administrative experience in either the federal or state judiciary.
- Knowledge of and experience with SharePoint Online and Microsoft Office 365.

Application Process and Information

To be considered application packages must include:

1. Cover letter of no more than two pages, wherein the applicant describes the knowledge, skills, abilities, and or experience that would make the candidate well qualified to fill this position.
2. Résumé outlining educational background, employment history, and other relevant information.
3. A legal writing sample of no more than ten pages reflecting the applicant's analysis of at least one legal issue. The writing sample must be solely the work product of the applicant and have any sensitive or privileged information redacted.
4. Completion of the online AO-78, Federal Judicial Branch Application for Employment.
5. Completion of the online aptitude test and personality test.

Once you have the cover letter, résumé, and writing sample files (items 1, 2, and 3 above) readily accessible in PDF format, follow the below link to submit your files and complete the online AO-78 and

online tests (items 4 and 5 above): <https://www.ondemandassessment.com/link/index/JB-LHRUVB8X4?u=116354>

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. Applications submitted to this email address will not be reviewed.

Benefits Information

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

- Paid vacation and sick leave, paid parental leave, and 11 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).
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Public Service Loan Forgiveness program pursuant to the term of the ([PSLF](#)) program.
- Professional development opportunities.

Additional Information

Only those applicants selected for an interview will be contacted and must travel at their own expense. 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.

The position will report to downtown Washington, DC; however, telework may be available on an ad hoc basis and/or 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.