



UNITED STATES COURT OF APPEALS

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

Position Title: CLERK OF COURT

Announcement No.: USCA-24-11

Salary Range: \$192,301 - \$243,300 (JSP 16 - 18), depending on qualifications.

Position Location: Washington, D.C.

Opening Date: July 15, 2024

Closing Date: Open Until Filled – To ensure consideration, submit application by August 30, 2024

POSITION SUMMARY: The United States Court of Appeals for the District of Columbia Circuit is seeking an experienced attorney and court professional to serve as Clerk of Court. The Clerk serves as the senior operations officer for the Court and reports directly to the Chief Judge. This position begins on January 2, 2025.

RESPONSIBILITIES:

- Overseeing and conducting the business of the Court, including case management, records maintenance, management of court calendars and sittings, statistical reporting, special studies, opinion publication and circulation, and procurement management.
- Managing the Clerk's Office staff, including hiring, supervision, training, separation, and promotion of employees.
- Establishing and maintaining working relationships with the district court of the Circuit, the practicing bar, governmental agencies having business before the Court, and the Administrative Office of the U.S. Courts.
- Working with members of the bar and the public to improve the delivery of court services.
- Disposing of specified motions filed in cases before the Court, per delegated authority.
- Interpreting, implementing, and providing guidance on the Federal Rules of Appellate Procedure and the Court's local rules and internal operating procedures.
- Consulting with and providing recommendations to the Court on matters affecting the Court's business.
- Participating in planning the annual court budget and forecasting personnel needs.
- Coordinating with other unit executives of the Court.
- Overseeing attorney admission and discipline.
- Managing Criminal Justice Act payments to attorneys and experts.

QUALIFICATIONS:

- A Juris Doctor degree from an accredited law school.
- At least 10 years of progressively responsible administrative experience in public service or business that

provides a thorough understanding of the organizational, procedural, and interpersonal aspects of managing a complex organization. At least three of the 10 years of experience must have been in a position of substantial management responsibility. An attorney who is in the active practice of law in either the public or private sector may substitute this experience on a year-for-year basis for the management or administrative experience requirement.

- Excellent written and oral communication skills; strong interpersonal and analytical skills; sound judgment; and a demonstrated ability to manage professional staff.
- Experience in court administration and the federal judiciary is preferred.

REQUIREMENTS:

- Because the D.C. Circuit entertains a large number of high-profile and sealed cases, employees are subject to strict confidentiality requirements. Employees must adhere to the Code of Conduct.
- All positions in the Clerk's Office are "Excepted" appointments. Employees are considered "at will" and will serve a one-year probationary period.
- The successful candidate is subject to a background investigation and will be considered a provisional employee pending a favorable suitability determination. In addition, the successful completion of a Department of Justice security clearance is required.
- **After-hours emergency duty is required on a rotational basis with other employees.**
- Applicants must be United States citizens or eligible to work for the United States government.

To learn about the Judiciary's benefits, go to <https://www.uscourts.gov/careers/benefits>.

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.

To apply, email a cover letter and resume, as a single PDF attachment (Attention: Human Resources), to VacancyClerkofCourt@cadc.uscourts.gov. Please include the vacancy announcement number (USCA-24-11) in the subject line.

Due to the large volume of applications, the court will send a letter regarding the status of an application only to those candidates scheduled for interviews.