

# UNITED STATES COURT OF APPEALS

District of Columbia Circuit

MARK J. LANGER  
Clerk of Court



E. Barrett Prettyman U.S. Courthouse  
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Washington, D.C. 20001-2866  
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**Announcement Number:** USCA-21-03  
**Position Title:** STAFF ATTORNEY  
**Salary Range:** \$58,189 - \$159,310 (CL 27 - CL 30) depending on qualifications.  
**Position Location:** WASHINGTON, D.C.  
**Opening Date:** March 15, 2021  
**Closing Date:** Open until filled

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**POSITION SUMMARY:** The Legal Division of the Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, has an opening for a highly qualified attorney to serve as a staff attorney to the full court. The position will be available in September 2021. More than one position may be filled from this announcement.

The position is full-time and for a two-year term. Limited term extensions may be available.

**RESPONSIBILITIES:** The Legal Division's principal responsibility is to recommend to the court the disposition of substantive and procedural motions, appeals decided without oral argument, and emergency matters. Staff attorneys conduct legal research, prepare legal memoranda, draft proposed orders, respond to judges' inquiries, and make oral presentations. Staff attorneys meet with three-judge panels in formal conferences about twice a month to present their recommendations. Staff attorneys also present their recommendations orally to the judges when handling time-sensitive emergency motions.

**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 staff attorneys must be able to advise the judges on difficult, varied, and important legal issues, the court is highly selective in its hiring. The court is looking for individuals who have demonstrated the ability to research and analyze complex legal issues in depth and to express themselves clearly, both orally and in writing.

At a minimum, applicants must possess a J.D. degree as of the position's start date. A judicial clerkship or internship, law review membership, or comparable legal research and

writing experience is desirable. Litigation experience is advantageous. Graduation in the top 25% of your law school class is preferred.

To qualify for the CL 28 level or above, you must be a member of the bar of a state or the District of Columbia, and have at least one year of relevant experience after graduation from law school.

**REQUIREMENTS:** Because the D.C. Circuit entertains a large number of high-profile and sealed cases, staff attorneys 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 may be required.**

Applicants must be United States citizens or eligible to work for the United States government.

**TO APPLY:** Email a cover letter (addressed to Valory Miller, Personnel Specialist), resume, law school transcript, and self-edited writing sample as a single PDF attachment to [CADCml.Human.Resources@cadc.uscourts.gov](mailto:CADCml.Human.Resources@cadc.uscourts.gov). Please include the vacancy announcement number (USCA-21-03) in the subject line of the email.

Interviews will begin immediately. 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.

Selected applicants will serve a one-year probationary period. All positions in the Clerk's Office are excepted appointments and are "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. Selected applicants will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.