

UNITED STATES COURT OF APPEALS
District of Columbia Circuit



Announcement Number: USCA-26-12

Position Title: Special Assistant to the Chief Judge

Salary Range: JSP 14 (\$143,913 – \$187,093)

Position Location: Washington, D.C.

Opening Date: October 5, 2026

Closing Date: Open Until Filled

Position Summary: The U.S. Court of Appeals for the D.C. Circuit has an opening for a highly qualified attorney to serve as Special Assistant to the Chief Judge. The Special Assistant assists the Chief Judge on essentially all matters related to the Chief Judge’s responsibilities and serves as a confidential advisor. The position operates at the intersection of legal advice, judicial administration, policy coordination, strategic planning, and other work that is critical to the smooth functioning of the court of appeals. The work requires legal analysis, exceptional judgment, organizational ability, high-level interpersonal skills, and discretion. This position will begin with Chief Judge Srinivasan on January 19, 2027, and will continue with Judge Millett when she assumes the Chief Judge position in February 2027. The Special Assistant interacts frequently with judges, the court unit executives, and court staff. The position is full-time.

Primary Responsibilities: Provides procedural and substantive legal guidance, advice, administrative support, and assistance to the Chief Judge. Serves as the Chief Judge’s primary liaison for circuit governance, ensuring alignment between circuit-level decisions and national judiciary directives. Advises the Chief Judge on judicial misconduct complaints under 28 U.S.C. § 351-364. Interprets policy guidance, coordinates across

courts within the circuit, and maintains compliance with evolving administrative requirements. Supports the Circuit Judicial Council and multiple circuit committees, managing sensitive matters. Assists the Circuit Executive's Office with the Circuit's biennial Judicial Conferences and the Judges-Only Conferences. Assists with the formulation of court policy and its implementation and provides administrative support for the Chief Judge and court matters. Drafts all reports required of the Chief Circuit Judge. Drafts speeches and remarks delivered by the Chief Judge in an official capacity. Coordinates special events at the courthouse. Serves as the confidential advisor to the Chief Judge.

Qualifications: The Chief Judge is looking for an individual who has demonstrated ability to research and analyze complex legal and administrative issues in depth, to communicate complex or sensitive matters clearly both orally and in writing. Excellent analytical skills, attention to detail, interpersonal skills, experience collaborating successfully as a member of a team, organizational and problem-solving skills, and a desire to achieve and maintain a high level of professional excellence are essential.

At a minimum, applicants must possess a J.D., be a member of the bar of a state or the District of Columbia and have at least four years of specialized experience gained after graduation from law school. Specialized experience for this position consists of progressively responsible experience in the practice of law, legal research, court or legal administration, or the equivalent. A proven track record of serving as a close, trusted advisor to high-ranking public officials or judicial officers also serves as specialized experience. A judicial clerkship or internship, or other experience working in or with the federal judiciary is desirable. Legal research and writing experience is required.

Conditions of Employment: Because of the nature of the position, the employee will be subject to strict confidentiality requirements. Employees must adhere to the Code of Conduct for Judicial Employees. Appointment will be provisional pending the results of a background investigation and security clearance,

Applicants must be United States citizens or eligible to work for the United States government. Employees of the federal judiciary are excepted service appointments. Appointments are "at will" and may be terminated with or without cause.

Application Procedure: Email a cover letter, resume, law school transcript, and list of four references as a single PDF attachment to VacancySpecialAssistant@cadc.uscourts.gov with the vacancy announcement number in the subject line of the email. Interviews will begin on a rolling basis. Because of the large volume of applications, only those candidates who will be interviewed will be contacted.