



Qualified applicants also will possess excellent academic credentials; superior analytic, research and writing skills; outstanding written and oral communication abilities; strong interpersonal skills; a demonstrated ability to manage professional staff; an appreciation for the authority of federal judges; and the ability to work effectively and comfortably with senior Court staff.

### **Employee Benefits**

Employees of the U.S. Courts are not classified under Civil Service; however, they are entitled to the same benefits as other federal employees, including paid vacation and holidays; an opportunity to elect medical, dental, life, vision, and long term care insurance; retirement benefits; and eligibility to participate in the federal Thrift Savings Plan.

### **Application Procedure**

To apply, email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional references; (3) an **AO78–Application for Employment**, located at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>; and (4) a **writing sample** of no more than five pages, to the Human Resources Administrator at **ce04\_vacancy@ca4.uscourts.gov**. Please include the title of the position in the subject line. Receipt of applications will be acknowledged.

### **Conditions of Employment**

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. Appointment to the position is provisional pending a suitability determination by the Court based on the results of an initial ten-year FBI background investigation that is updated every five years. Employees of the federal judiciary serve under “Excepted Appointments,” and are thus at-will employees who serve at the pleasure of the Court. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits. The Court does not provide reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior notice.

**The United States Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.**