

Administrative Attorney Career Opportunity



U.S. Court of Appeals for the Fourth Circuit

WEBSITE
ca4.uscourts.gov

PHONE
804-916-2184

- **Announcement #:** AA2020
- **Location:** Richmond, VA
- **Appointment:** Career / Fulltime
- **Open Until Filled** – Preference given to applications received by August 9, 2020.

Fourth Circuit

The United States Court of Appeals is part of the judicial branch of the federal government. The 94 U.S. judicial districts are organized into 12 regional circuits, each of which has a United States court of appeals. A court of appeals hears appeals from the district courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Fourth Circuit encompasses the states of Maryland, North Carolina, South Carolina, Virginia, and West Virginia.

ABOUT THE JOB

The Administrative Attorney serves as a legal advisor on questions of law and court policy that are often related to highly sensitive and confidential issues. The Administrative Attorney provides the Fourth Circuit Judicial Council, the Chief Circuit Judge, and the Circuit Executive with procedural and substantive legal advice regarding the disposition of complaints of judicial misconduct or disability.

The Fourth Circuit prides itself on being a collegial and collaborative organization as well as an overall exemplary place to work. The ideal candidate is attentive to details, has an outstanding work ethic, can meet tight deadlines, has unquestioned integrity, and is able to handle highly confidential information in a variety of contexts.

OVERVIEW OF DUTIES

- Conduct independent complex legal research and analysis, and provide procedural and substantive advice to the Chief Judge and the Circuit Judicial Council on legal policy matters concerning allegations of misconduct or disability filed against federal judicial officers within the Circuit. Draft orders to implement disposition of the charges.
- Manage, coordinate with, and communicate to investigators retained in judicial-conduct and judicial-disability matters.
- Serve on circuit-wide workplace conduct committees; provide related policy review and advice; assist in training judges and court staff on judicial ethics and workplace conduct.
- Monitor legislation.
- Perform other duties as assigned or necessary.

SALARY RANGES

- **\$89,215-\$144,992** (CL-30) with promotion potential without further competition, or
- **\$104,930-\$170,567** (CL-31), depending on experience and qualifications.

QUALIFICATIONS

Required Qualifications

- JD from an accredited law school **AND** admission to practice before the highest court of a State, Territory, Commonwealth, or federal court of general jurisdiction of the United States.
- CL-30 - Three (3) years of full-time specialized experience. CL-31 - Four (4) years of full-time specialized experience. (Internal candidates: one year of experience must be equivalent to CL-29 or CL-30, respectively.)
- Extensive knowledge of the law, legal procedures and policies.
- Extensive experience conducting legal research related to varied, complex, and highly sensitive legal issues.
- Ability to independently determine and recommend a course of action.
- The incumbent must always manifest the highest degree of professionalism, courtesy, tact, and diplomacy; have excellent written, oral, and interpersonal skills; and unquestionable integrity.
- Ability to work independently with little supervision as well as the ability to manage multiple projects and priorities within strict deadlines in a fast-paced environment.

Preferred Qualifications

- Experience handling matters of judicial misconduct.

APPLICATION PROCEDURE

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 or personal references; and (3) an **AO78–Application for Employment** to Human Resources at vacancy@ca4.uscourts.gov in a single PDF document. (The AO-78 is located at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.)

Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted.

Please include the title of the position in the subject line of the email, and please note in the cover letter where on the Web that you saw the announcement.

BENEFITS

The Court offers a robust and competitive benefits package.

- **Vacation time** accrues at a rate of 104 hours per year the first three years and increases with tenure.
- **Sick days** accrue at a rate of 104 hours per year.
- Ten paid annual **holidays**.
- **Flexible schedules**.
- **Telework** opportunities.
- A variety of Agency-subsidized federal **health insurance** plans are available.
- **Dental** and **vision** coverage, life insurance, and long-term care insurance are available.
- A **flexible spending account** program is provided.
- Employees participate in both the Federal Employees **Retirement** System (FERS) and the **Thrift Savings Plan** (similar to a 401(k) plan).
- **Mass transit subsidy (budget dependent)**.

CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or meet requirements under current law. Federal judiciary employees serve under “Excepted Appointments,” and are thus “at-will,” and as such, can be terminated with or without cause. Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of an FBI background investigation, which includes fingerprinting, that is updated every five years. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

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 written or other type of notice.

The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.