

Counsel to the Clerk Career Opportunity



U.S. Court of Appeals for the Fourth Circuit

WEBSITE
ca4.uscourts.gov

PHONE
804-916-2700

- **Announcement #:** CLK-21-01
- **Location:** Richmond, VA
- **Appointment:** Career / Fulltime
- **Open Until Filled** – Preference given to applications received by March 5, 2021.

Fourth Circuit

The United States Court of Appeals is part of the federal judicial branch of 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

Counsel to the Clerk is a professional legal position dedicated to the effective management of the Court's caseload, the prompt and fair resolution of procedural issues, and the accurate interpretation and application of the Court's rules.

The ideal candidate for this position is an attorney with exceptional research, analytical and decision-making skills; a strong interest in appellate process, practice and procedure; excellent oral and written communication skills; an outstanding work ethic; and the ability to manage multiple priorities within strict deadlines in a fast-paced environment.

The Clerk's Office is committed to providing exceptional customer service and effective management of the Court's caseload. The Court prides itself on being a collegial and collaborative organization as well as an overall exemplary place to work.

OVERVIEW OF DUTIES

- Provides guidance and direction on procedural issues, including jurisdiction, entitlement to counsel, handling of motions, compliance with rule requirements, scheduling of briefs, and awarding of costs.
- Decides procedural matters within authority delegated by the Court, transmits other matters to the Court or Staff Counsel, and prepares orders on behalf of the Court.
- Reviews briefs as they are filed to assign cases to the argument calendar or refer them for possible submission on the briefs.
- Serves as an expert on the Court's rules and procedures, preparing amendments as needed, providing training and documentation for Court staff, and answering questions from counsel and litigants.
- Develops and implements improvements in the quality and efficiency of case processing.
- Conducts research and performs analysis on questions of practice and procedure that come before the Court.

SALARY RANGES

- **\$64,126-\$104,214** (CL-28) (promotion potential without further competition), or
- **\$76,235-\$123,952** (CL-29) (promotion potential without further competition), or
- **\$90,100-\$146,453** (CL-30) (depending on experience and qualifications).

QUALIFICATIONS

Required Qualifications

- JD from an accredited law school, with preference given to applicants with a strong academic record.
- Licensed to practice, and in good standing, before the highest court of a State, Territory or Commonwealth of the United States.
- CL-30 – Three years of full-time specialized experience, including at least one year equivalent to work at CL-29.
- CL-29 – Two years of full-time specialized experience, including at least one year equivalent to work at CL-28.
- CL-28 – One year of full-time specialized experience equivalent to work at CL-27.
- Proficiency in legal research and analysis.
- Proficiency in oral and written communication.
- Knowledge of federal practice and appellate procedure.

Preferred Qualifications

- Prior experience as a law clerk or staff attorney.
- Demonstrated interest in court process and procedure.

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

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 contact information of three references; and (3) an **AO78–Application for Employment** to Human Resources at 4cca-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>.)

Please include the title of the position in the subject line of the email, and please note in the cover letter how you learned of the announcement.

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

The Court offers a robust and competitive benefits package and is a qualifying employer for **Public Service Loan Forgiveness**.

- **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 Code of Conduct for Judicial Employees, 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. 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.