



U.S. Court of Appeals for the Fourth Circuit

Office of the Clerk Position Announcement 17-01

POSITION:	Motions Deputy
LOCATION:	Richmond, Virginia
SALARY/CLASSIFICATION LEVEL:	\$37,006-\$66,478 (CL24/25)
CLOSING DATE:	February 3, 2017 – open until filled

ABOUT THE COURT

The United States Court of Appeals for the Fourth Circuit is one of twelve regional appellate courts within the federal judicial system. The court hears appeals from the nine federal district courts in Maryland, Virginia, West Virginia, North Carolina, and South Carolina and from federal administrative agencies. The court's headquarters are in Richmond, Virginia. For more information about the Fourth Circuit Court of Appeals, please visit: <http://www.ca4.uscourts.gov>.

POSITION OVERVIEW

The Motions Deputy reviews and processes motions in accordance with the court's rules and procedures and provides assistance to the Counsel to the Clerk. Representative duties include:

- Prepare correspondence and proposed orders for signature by Counsel to the Clerk and Chief Deputy.
- Prepare procedural histories for cases selected for the court's oral argument calendar.
- Operate the court's Panel Creator program for selection of randomly assigned panels of judges.
- Prepare attorney data for cases argued before the court.
- Review court's opinions to ensure accuracy and completeness.
- Assist Counsel to the Clerk with special projects.
- Perform other duties as assigned.
- Assist in the management of cases routed to the Counsel to the Clerk for calendaring review.

QUALIFICATION REQUIREMENTS

The applicant must be a high school graduate or equivalent. A bachelor's degree from an accredited college or university is preferred. Qualification at classification level 25 requires one year of specialized experience equivalent to classification level 24.

This position requires the ability to understand and properly handle documents filed with the court and documents and opinions generated by the court. The motions deputy must possess a thorough understanding of legal terminology, appellate procedure, and court operations. The person filling this position must also have strong written and verbal communication skills and the ability to interact effectively with judges, attorneys, litigants, and court personnel. The position requires knowledge of Microsoft Word and Adobe Acrobat, strong word processing skills, and the ability to draft orders and correspondence.

Qualified applicants must be motivated, self-directed and present a professional demeanor. They must be willing to assume responsibility with a commitment to providing the highest level of service while

managing multiple tasks, projects and priorities.

EMPLOYEE BENEFITS

Vacation time accrues at a rate of 13 days per year the first three years and increases with tenure. Sick days accrue at a rate of 13 days per year. Ten paid holidays are provided annually. A variety of employer-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, with employer matching). The court offers a mass transit subsidy (budget dependent).

CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. As a condition of employment, the selected candidate must complete a ten-year background investigation, with periodic updates every five years thereafter. 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.

APPLICATION PROCEDURE

To apply, please submit (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 professional references; and (3) an **AO78–Application for Employment**, which is available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>

Completed applications should be emailed to: 4cca-vacancy@ca4.uscourts.gov, with a subject line referencing “Job Announcement 17-01”. Applications should be received by February 3, 2017, to receive full consideration.