

STAFF ATTORNEYS - LEGAL DIVISION
UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT

Position Title: **Staff Attorney (term)**

Location: **Philadelphia, Pennsylvania**

Term: **September 2016 – September 2017**

Salary: **\$62,476** (CPS CL 27/25) for entry-level attorneys. Attorneys with recent and relevant post-graduate legal work experience may be appointed at higher classification levels.

Application Closing Date: **Monday, October 12, 2015**

The United States Court of Appeals for the Third Circuit, Legal Division (also known as the Staff Attorneys Office) anticipates hiring two or more staff attorneys to serve one-year terms beginning in Autumn 2016. A limited number of two-year term positions and term extensions may be available.

POSITION OVERVIEW

Staff Attorney Offices were created in the United States Courts of Appeals by act of Congress in 1976. Staff attorneys serve the Court at large and are essential in furthering the disposition of matters before the Court. In the Third Circuit, the office has approximately twenty-five attorneys, plus a dedicated support staff. Staff attorneys work in a highly collegial work environment with experienced supervisory attorneys, career attorneys, attorneys with prior judicial clerkship or law firm experience, and recent law school graduates. The office has been a launching point for a wide range of careers nationwide, and many former staff attorneys have become leaders in public interest, private sector, and academic settings.

Primary staff attorney duties include:

- Developing expertise in habeas corpus, immigration, civil rights and constitutional law, appellate jurisdiction, and federal civil and criminal procedure;
- Gaining familiarity with state and territorial laws of the Third Circuit;
- Drafting memoranda, per curiam opinions, and orders for the judges;
- Responding to questions from judges concerning individual cases, as needed; and
- Managing assigned cases.

QUALIFICATIONS

Ideal candidates are graduating law school students or recent graduates who possess:

- A strong academic background;
- Demonstrated research and writing ability;
- Excellent oral and written communication skills;
- Maturity, good judgment, and high ethical standards; and
- Flexibility in handling work assignments, and a positive work attitude.

APPLICATION INSTRUCTIONS

Applications must be submitted through OSCAR (Online System for Clerkship Application and Review), <https://oscar.uscourts.gov/>. Create an OSCAR account, or log in to your existing account, and apply via the position listing in the Staff Attorney Office section.

Emailed applications, paper applications and late applications will not be accepted or considered. Telephone calls to the Court regarding this position are discouraged.

The following documents are required:

- Cover letter;
- Resume;
- Law school transcript; and
- Writing sample, self-edited, demonstrating your ability to analyze a discrete legal issue. If you wish to submit a published article for consideration, you must also submit an additional, self-edited writing sample. Please save and upload the two writing samples as a single document.

BENEFITS

Staff attorneys are covered under the Leave Act, and leave benefits include paid vacation and holidays, sick leave, and family medical leave. Staff attorneys are covered by Social Security and are eligible to participate in group medical and life insurance coverage and judiciary supplemental benefits programs. Term staff attorneys are not eligible to participate in the Federal Employees Retirement System or Thrift Savings Plan, unless they are appointed without a break in service from another federal position in which they were eligible for retirement benefits.

CONDITIONS OF EMPLOYMENT

Candidates must be United States citizens, with limited exceptions. Positions with the United States Courts are excepted service appointments that are “at will” and can be terminated with or without cause by the Court. Employee appointments are provisional and contingent upon the satisfactory completion of a background investigation. Direct deposit of pay is required.

The Federal Judiciary recognizes the importance and value of diversity in its workforce. Applicants from diverse groups and backgrounds are strongly encouraged to apply. The Court of Appeals for the Third Circuit is committed to equal opportunity for all applicants.
