



**UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT
VACANCY ANNOUNCEMENT**

Announcement Date: **March 25, 2024**

Position Title: **Court Attorney, Clerk's Office**

Vacancy Number: **CO 03/24**

Location: **Philadelphia, PA**

Type of Appointment: **Full-time. Permanent appointment after satisfactory completion of one-year probationary period.**

Classification Level: **CL 28 or 29 (\$76,535 - \$147,946). Experienced attorneys may be appointed at the higher classification level.**

Closing Date: **Open until filled. Priority given to applications received by April 8, 2024.**

Position Overview

This position is located in the Clerk's Office, Operations Division, and reports directly to the Chief Deputy Clerk. The incumbent provides legal guidance and direction for the procedural management of the Court's caseload. The Clerk's Office supports the U.S. Court of Appeals for the Third Circuit, which includes Pennsylvania, New Jersey, Delaware and the U.S. Virgin Islands.

Duties and Responsibilities

- Drafts Clerk's procedural orders which facilitate case management.
- Conducts the initial screening of cases.
- Conducts legal research and drafts memoranda to the court on jurisdictional and other legal issues.
- Provides legal memoranda and procedural information to the court in emergency matters.
- Responds to inquiries from litigants and attorneys.
- Reviews filings for compliance and provides procedural and docketing directions to case managers.

Qualification Requirements

Applicants must have a Juris Doctor degree from an accredited law school. Admission to practice before the highest court of a state or commonwealth of the United States is required for appointments at CL 29. Up to two years of progressively responsible specialized experience in the practice of law, legal research, legal administration, or equivalent experience, gained after graduation from law school, is required. A successful candidate must possess the following particular skills and abilities: knowledge of appellate practice and procedure; ability to analyze complex legal questions and provide proposed solutions; strong written and oral communication skills; the ability to work quickly and accurately, and to prioritize among competing demands.

Benefits

The Third Circuit Court of Appeals offers a generous benefits package, competitive salary, and a

dedication to work/life balance, including flexible schedules and telework opportunities, as well as the following, if eligible:

- Eleven (11) paid federal holidays
- Paid annual leave (13 days/year for the first 3 years, increases with tenure)
- Paid sick leave (13 days/year)
- Retirement benefits under the Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP) (401-k equivalent)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Flexible Benefits Program (pre-tax Healthcare and Dependent care expenses)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Commuter Benefit Program (pre-tax mass transit and parking)
- Transit subsidy program
- Employee Assistance Program (EAP)
- Student Loan Forgiveness for Public Service Employees

Conditions of Employment

Must be a United States citizen, or must meet the requirements established by current appropriations law. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause. Employees will be hired provisionally pending the results of a fingerprinting background check. Direct deposit of pay is required.

Application Instructions

Submit résumé, cover letter, copy of law school transcripts, short writing sample (no more than 10 pages and edited by the applicant only), and references on-line via CA03db_Clerks_Office_Attorney@ca3.uscourts.gov. Only candidates selected for an interview will be notified. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

The U.S. Court of Appeals is an Equal Opportunity Employer