



United States Court of Appeals for the Third Circuit

Date: **November 2, 2022**

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

Vacancy Number: **CO 03/16**

Location: **Philadelphia, PA**

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

Classification Level: **CL 28 or 29 (\$69,339 - \$134,044). Experienced attorneys may be appointed at the higher classification levels.**

Closing Date: **Open until filled.**

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

Federal benefits include paid vacation based on years of service and/or experience, paid holidays, sick leave, health and life insurance plans, Federal Employees Retirement System,

long-term care insurance, and the Thrift Savings Plan (similar to 401K plan).

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 fingerprint 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), references, and completed AO-78, *Application for Federal Judicial Branch Employment* (version dated 12/21) on-line at www.ca3.uscourts.gov/vacancy-announcements. The application form (AO-78) is available at www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment.

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. If a subsequent vacancy of the same or a substantially similar position becomes available within a reasonable time of this announcement, the Clerk of Court may elect to select a candidate from the original qualified applicant pool.

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