

**COURT ATTORNEY - LEGAL DIVISION**  
**UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT**

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Announcement Date: **May 22, 2025**

Position Title: **Court Attorney, Legal Division**

Vacancy Number: **25-01**

Location: **Philadelphia, PA**

Type of Appointment: **Full-time; Part-time work schedule will be considered (64 hours/pay period). Indefinite (career) appointment after satisfactory completion of a one-year probationary period. Appointing officer has discretion to shorten probationary period in appropriate circumstances.**

Classification Level: **CL 27 or 28 (\$65,159 - \$126,995). Experienced attorneys may be appointed at the higher classification level.**

Closing Date: **Open until filled. Priority given to applications received by June 9, 2025.**

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### **POSITION OVERVIEW**

The United States Court of Appeals for the Third Circuit invites applications from qualified individuals for the position of Court Attorney. This position is in the Legal Division and reports to an experienced Court Attorney. The incumbent provides legal guidance and direction for the procedural management of the Legal Division's caseload (primarily pro se) and assists in the management of these cases in accordance with internal controls, procedures, and rules, to ensure their timely and procedurally accurate progression. The Legal Division 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 procedural orders which facilitate case management.
- Conducts the initial screening of cases.
- Responds to inquiries from Legal Division staff and judges.
- Reviews filings for compliance and provides direction to administrative/case management staff.
- Conducts legal research and drafts memoranda to the court on legal issues, including *in forma pauperis* motions and other fees-related issues, appellate jurisdiction, and original jurisdiction actions.
- Assists in submitting LD work product to the court.
- Assists in maintaining the LD's case management manuals.
- Assists in other administrative tasks, such as timekeeping.
- Assists in quality assurance.

## **QUALIFICATIONS**

Applicant must possess a Juris Doctor from a law school of recognized standing and have excellent academic credentials. 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 skills and abilities: knowledge of appellate practice and procedure; ability to analyze difficult 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.

## **APPLICATION INSTRUCTIONS**

The following documents are required: (1) cover letter, (2) resumé, (3) law school transcript; (4) list of three professional references with current contact information, (5) self-edited writing sample that demonstrates analytical ability, and (6) completed and signed AO-78, *Application for Federal Judicial Branch Employment* (version dated 5.24). The application form (AO-78) is available at [Application for Judicial Branch Federal Employment | United States Courts \(uscourts.gov\)](https://www.uscourts.gov/application-for-judicial-branch-federal-employment). These documents must be submitted on-line at [www.ca3.uscourts.gov/vacancy-announcements](https://www.ca3.uscourts.gov/vacancy-announcements) in a single PDF document. Applicants should indicate their earliest availability to the start the position.

## **BENEFITS**

Federal benefits include paid vacation based on years of service, paid holidays, paid sick leave, health and life insurance plans, Federal Employees Retirement System, and Thrift Savings Plan (similar to 401K plan).

## **DUTY STATION AND WORK SCHEDULE**

The position is located in Philadelphia, PA. Some work schedule flexibility is offered (e.g., varying starting and ending times). Some telework offered on a recurring basis.

## **CONDITIONS OF EMPLOYMENT**

Must be a United States citizen or 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 by the Court. The appointment is provisional and contingent upon the satisfactory completion of a background check. Direct deposit of pay is required.

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