

UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS

625 Indiana Avenue, N.W., Suite 900

Washington, D.C. 20004

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POSITION VACANCY ANNOUNCEMENT

Announcement No.:

17-01

Issuing Date:

January 9, 2017

Closing Date:

January 25, 2017

**Position:** Legal Researcher to Counsel to the Court

Court Schedule: CS-7 (equivalent GS-7) – Current pay rate is \$21.61 per hour.

**Dates of Employment:** *The summer portion of the position* begins in mid to late May 2017 and continues through mid-August 2017. It requires approximately 32-40 hours of work per week. *The part-time school-year portion of the position* begins in late August 2017 and continues through May 2018, with a work commitment of approximately 16-18 hours per week, with time off for exams, vacations, etc., as needed.

**Important Requirement:** To be eligible for the summer position, you must be able to also commit to working part-time (about 16-18 hours per week) during the 2017-18 school year.

The Ideal Candidate will also have exceptional writing skill and have an interest in developing that skill.

This appointment is made without regard to Title 5 governing appointments in the competitive service. All appointments are Excepted Service.

**Note:** Applicants applying for a 5 or 10 point preference must submit proof of their eligibility, along with their signed application, for the preference to be considered.

**Conditions of Employment:** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of fingerprinting and a background security investigation with favorable adjudication. Failure to meet these requirements will be grounds for termination.

**Area of Consideration:** DC Metro Area Law School Students

**The Court:** The U.S. Court of Appeals for Veterans Claims provides veterans with an impartial judicial forum for reviewing VA administrative decisions that are adverse to the veteran's claim for service-connected disability benefits. The Court's website is at [www.uscourts.cavc.gov](http://www.uscourts.cavc.gov). The Counsel to the Court provides general counsel to the Court, its judges, the Clerk, Court managers and staff.

**The Legal Researcher position:** The position is in the Office of the Clerk of the Court. The Legal Researcher works directly with two attorneys- the Counsel to the Court, and the Deputy Counsel to the Court. The Legal Researcher also interacts with other Court managers, judges and judges' law clerks.

The Legal Researcher assists in providing legal advice to the Court, primarily by researching and regularly producing legal memos for judges and Court staff. The memos are written in collaboration with the Counsel to the Court and/or the Deputy Counsel to the Court.

The issues that the Legal Researcher handles are diverse, potentially covering all aspects of Court operations. (However, the Counsel to the Court does not handle the veterans disability claims being appealed to the Court.) Typical areas of concentration include:

- 1) judicial ethics, including questions of recusal, conflicts of interest and outside activities of judges and law clerks, and restrictions on Court employees' political activity;
- 2) disciplinary matters concerning members of the Court's bar;
- 3) internal personnel matters, covering a range of employment law questions;
- 4) budget, appropriations, & procurement questions including outside vendor contracts;
- 5) interpreting and applying the Court's Rules of Practice and Procedure; and
- 6) drafting new, and revising existing, internal Court policies covering diverse areas including internal grievance procedures, EEO, and sexual harassment prevention.

**Job applications** will consist of a cover letter and resume. Submit your application to: Cary Sklar at [csklar@uscourts.cavc.gov](mailto:csklar@uscourts.cavc.gov). **If you are selected for an interview, please bring your law school transcript (an unofficial copy is acceptable) and a writing sample.**

*The United States Court of Appeals for Veterans Claims is an equal opportunity employer. All applicants will receive consideration without regard to race, color, sex, religion, national origin, disability, age, sexual orientation or marital status.*