

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.: 22-09

Issuing Date: September 6, 2022

Closing Date: Open until filled

**Position:** Judicial Law Clerk to Senior Judges (Permanent)  
Court Schedule: CS-11/12/13 (equivalent GS-11/12/13)

**Note:** Preference will be given to veterans; if applying for a 5 or 10-point veteran's preference, proof of eligibility must be submitted with application.

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

**This appointment is Excepted Service, made without regard to Title 5 governing appointments in the Competitive Service.**

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**Qualification Requirements for at least CS 11, Step 1:** To qualify for the position of law clerk, a person must be a law school graduate no later than date of appointment, have **at least one year of veterans law experience**, and have demonstrated **one** of the following accomplishments or proficiencies:

- ! Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- ! Law review or moot court experience at such a school;
- ! Participation in a veterans law clinic or veterans law classes;
- ! Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

**Position Grade Levels:** Bar membership is required for appointment at the CS-12 or 13 level. One year of legal work experience post-J.D. is required for appointment at the CS-12 level. Two years of legal work experience post J.D. is required for appointment at the CS-13 level. Current salary range including Washington-Baltimore Locality Pay, as of issuing date, is: CS-11 (\$74,950-\$97,430); CS-12 (\$89,834-\$116,788); and CS-13 (106,823-\$138,868).

**Legal Work Experience:** Legal work experience for this position means progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

**Instructions for Applying:** Application **must include** the following materials:

1. Cover letter;
2. Resume;
3. Completed OF 306 (Declaration for Federal Employment, available at [www.uscourts.cavc.gov/documents/of306.pdf](http://www.uscourts.cavc.gov/documents/of306.pdf));
4. Law school and (if applicable) graduate transcripts;
5. Evidence of law school class rank (if applicable, see Qualification Requirements);
6. Self-edited legal writing sample not to exceed 10 pages; and
7. Names, telephone numbers, and email addresses of three (3) non-family member references (at least two of which must be law related).

Submit application packet to:

Chief Judge Margaret Bartley  
ATTN: Ms. Alexandra Francis  
625 Indiana Avenue, NW, Suite 900  
Washington, D.C. 20004  
or  
[afrancis@uscourts.cavc.gov](mailto:afrancis@uscourts.cavc.gov)

***The United States Court of Appeals for Veterans Claims is an equal opportunity employer. Applicants will receive consideration without regard to race, color, age, sex (including pregnancy), gender identity, sexual orientation, religion, marital status, national origin, disability, or political affiliation.***