

# 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.: 25-02**

**Issuing Date:** August 1, 2025

**Closing Date:** September 12, 2025

**Position:** Chief Staff Attorney/Mediator

Court Schedule: CS 15-16 (salary range including 2025 Washington-Baltimore Locality Pay is \$167,603 to \$207,500).

**This appointment is made without regard to Title 5 governing appointments to competitive service. All appointments are excepted service.**

**Condition of Employment:** The selectee will be subject to a one-year probationary period. A background security investigation is required for all new hires. The 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:** Nationwide - *The Court does not pay relocation expenses.*

**DUTIES AND RESPONSIBILITIES:** The Chief Staff Attorney (CSA) is a senior-level manager, supervisor, and senior staff attorney under the direct supervision of the Clerk of the Court/Executive Officer. Daily duties include, but are not limited to:

- Manage the Court's Central Legal Staff (CLS). This includes regularly providing performance requirements and tracking progress. Train, guide, and advise attorneys and paralegals.
- Maintain an information system within the Court's case management system to identify common issues, track panel and en banc voting progress, and evaluate staff workload.
- Research novel legal and procedural issues and prepare memoranda, orders, and correspondence.
- Supervise the preparation of memoranda, orders, and correspondence for the Judges and the Clerk of the Court/Executive Officer.
- Coordinate and consult the Judges, the Clerk of the Court/Executive Officer, and senior staff regarding policy development, major operational initiatives, actions accomplished, milestones to achieve, and significant problems or issues related to the above.
- Establish operating guidelines and procedures to implement approved policy and rule changes. Regularly assess procedures and practices for possible weaknesses or risks and recommend program adjustments to the Clerk of the Court/Executive Officer.
- Execute special assignments that may arise from new or proposed legislation, changes in Court requirements, emergencies, or other matters affecting CLS. Ensure continuity of operations and that essential functions are covered during emergencies and when necessary, after business hours.
- Act as Court liaison to advisory committees, internal and external stakeholders, and organizations.

- Perform other duties within the Clerk of the Court's Office as assigned.

## **QUALIFICATIONS**

**Required Qualifications:** The selectee must have:

- A juris doctor (J.D.) from a law school accredited by the American Bar Association and membership in the bar of the highest court of any state; the District of Columbia; or any territory, possession, or commonwealth of the United States.
- Six years of progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience received after graduation from law school.
- In addition, three years of progressively responsible experience in leadership/management, including leading people toward meeting a goal; providing an inclusive workplace that fosters the development of all staff members and facilitates teamwork; and advising senior-level management and key stakeholders.

**Note:** Experience in veterans benefits law, litigation, and court operations or administration is beneficial but not required.

<b>CS/GS Grade Level</b>	<b>Years of General Experience</b>	<b>Years of Specialized Experience</b>	<b>Total Years of Experience</b>
15	6	3	9
16	8	5	13

**Note:** One year of the required specialized experience must have been at, or equivalent to, the next lower grade in the federal service.

**Educational Substitute:** An LL.M. degree is equivalent to one year of legal work experience.

### **Skills:**

- Exceptional leadership, team building, and management skills, with a proven record of organizational and problem-solving skills, discerning judgment, and a professional demeanor. A demonstrated ability to exercise a substantial degree of initiative;
- Excellent interpersonal skills including verbal, written, and presentation skills, and a proven track record of serving as a trusted adviser. Prior experience in or leading professional improvement efforts;
- Demonstrated ability to develop and execute a strategic plan;
- Demonstrated experience leading people toward meeting an organization's vision, mission, and goals; experience establishing an organizational vision and implementing it in a continually changing environment; experience building coalitions with internal and external stakeholders;
- Significant experience in mediation;
- An aptitude for collaborative problem-solving and consensus building processes; the ability to deal persuasively and tactfully with strong-willed and sophisticated counsel and parties;

- Demonstrated ability to consistently exercise sound ethics and judgment, maintain court confidentiality and security requirements, and comply with the Code of Conduct for Judicial Employees.

### **ADDITIONAL INFORMATION:**

**This is an "at-will" position.**

**Excepted Service Position:** This job is being filled by an alternative hiring process and is not in the competitive civil service.

**Veterans Information:** There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the U.S. Court of Appeals for Veterans Claims considers veterans' preference eligibility a positive factor for attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letters or resumes and attach supporting documents (e.g., DD Form 214, Certificate of Release or Discharge from Active Duty) to their submissions.

### **Instructions for Applying:**

You may apply by submitting the following documents:

- A resume, no more than three (3) pages
- A cover letter
- A narrative statement (no more than three (3) pages) that highlights your motivation for applying for this position and addresses your: (a) management style or philosophy, vision, and values; (b) relevant strengths and demonstrated experience as they relate to the duties and responsibilities of this position; and (c) personal experiences establishing and implementing an organization's vision and developing teams that facilitate cooperation and constructive resolution of conflicts.
- A certificate of good standing issued by the bar where you are admitted showing you are in good standing and in active status; and
- A completed OF 306 (Declaration for Federal Employment).

**Note:** Application packets should be emailed **in one single PDF attachment**.

Please submit your application packet to:

*Human Resources*

[employment@uscourts.cavc.gov](mailto:employment@uscourts.cavc.gov)

Please include the vacancy announcement number in the subject line. To be considered, you must submit a complete application package by 11:59 EST on the day the announcement closes.

***The U.S. 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.***