

UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS

625 Indiana Avenue, N.W., Suite 900
Washington, D.C. 20004

POSITION VACANCY ANNOUNCEMENT

Announcement No.:25-04

Issuing Date: 08/07/2025

Closing Date: 08/25/2025

Position: General Counsel

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 favorably adjudicated background security investigation. 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 General Counsel is a senior level manager responsible for a legal team providing legal, policy, and strategic counsel to the Court, including the Clerk of the Court/Executive Officer (the Clerk), and all Court staff. The General Counsel provides a broad range of legal support services for all aspects of Court operations, administration, policy, and practice, including but not limited to:

- Oversees the Court's ethics program, which includes providing training, guidance, and opinions to the entire Court;
- Manages the Court's grievance program, which includes reviewing and processing complaints filed against attorneys in the Court's bar and grievances filed against any of the Judges;
- Advises the Chief Judge and the Clerk on employment law, fiscal law, and procurement law issues;
- Manages Court policies, which includes drafting, reviewing, and revising policies;
- Advises Court staff on interpreting, applying, and recommending revisions of the Court's Rules of Practice and Procedure;
- Collaborates with Counsel to the Board of Judges on special projects;
- In conjunction with the Department of Justice, represents the Court in defensive litigation; and
- Performs other duties within the Clerk'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 active 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 law school graduation.
- 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 and court operations or administration is beneficial but not required.

CS/GS Grade Level	Years of General Experience	Years of Specialized Experience	Total Years of Experience
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 masters of law (LL.M.) 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 and communication skills including verbal, written, and presentation skills, and a proven track record of serving as a trusted adviser;
- 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 legal experience in administrative law, litigation, ethics issues, fiscal law, procurement law, and employment law;
- An aptitude for collaborative problem solving and consensus-building; and
- Demonstrated ability to consistently exercise sound ethics and judgment, maintain the Court's 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 experience establishing and implementing an organization's vision and developing teams that facilitate cooperation and constructive conflict resolution;
- 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

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.