

UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS

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

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 26-08

Issuing Date: 03/05/26

Closing Date: Until Filled

Position: Deputy General Counsel

Pay: Court Schedule: CS 14-15 (salary range including 2026 Washington-Baltimore Locality Pay is \$143,913 to \$197,200).

This appointment is made without regard to Title 5 governing appointments to competitive service.

Condition of Employment: The selectee will be subject to a two-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 Deputy General Counsel is principal assistant to the General Counsel. The Deputy General Counsel works alongside the General Counsel and is responsible for providing legal, policy, and strategic counsel to the Court, including the Judges, Clerk of the Court/Executive Officer (the Clerk), and Court staff. The Deputy 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:

- Assisting with overseeing the Court's ethics program, which includes providing training, guidance, and opinions to the entire Court;
- Assisting with managing 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;
- Advising the Chief Judge and the Clerk on employment law, fiscal law, and procurement law issues;
- Assisting with drafting, reviewing, and revising Court policies;
- Advising Court staff on interpreting, applying, and recommending revisions of the

Court's Rules of Practice and Procedure;

- Serving as Court liaison to the Consortium, which entails working closely with its Executive Board and the Legal Services Corporation.
- Collaborating with Counsel to the Board of Judges on special projects;
- In conjunction with the Department of Justice, representing the Court in defensive litigation; and
- Performing 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 a United States territory or commonwealth within the meaning of 48 U.S.C. §1904(e)(5).
- 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, two 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. One year of the required specialized experience must have been at, or equivalent to, the next lower grade in the federal service.

Promotion Potential

This position will be filled at CS-14. The position may have promotion potential to CS-15 without further competition, subject to satisfactory performance, and compliance with applicable Court policies.

Educational Substitute: A 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.

- Ability to share a departmental leadership role by serving as a partner with the General Counsel in leading the department; in representing the Office of General Counsel to the Judges and all other internal and external stakeholders; and standing in for the General Counsel as necessary.
- Excellent interpersonal and communication skills, including verbal, written, and presentation skills, and a proven track record of serving as a trusted adviser;
- Significant legal experience in administrative law, litigation, ethics issues, fiscal law, procurement law, and employment law;
- Ability to work independently under limited guidance and direction, respond efficiently to changing priorities, and meet deadlines;
- 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 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.

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.