

UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS

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

POSITION VACANCY ANNOUNCEMENT

Announcement No.:26-12
Issuing Date: 06/01/2026
Closing Date: 06/30/2026

Position: Confidential Assistant to Judge Scott J. Laurer
Full-time
Court Schedule: CS 10/11 (equivalent GS 10/11, salary range including Washington-Baltimore-Arlington 2026
Locality Pay is \$77,771 to \$111,087).

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

Summary: The United States Court of Appeals for Veterans Claims has exclusive jurisdiction over decisions of the Board of Veterans' Appeals (Board). The Court reviews Board decisions appealed by claimants who believe the Board erred in its decision. The Court's review of Board decisions is based on the record before the agency and arguments of the parties, which are presented in written briefs, with oral argument generally held only in cases presenting new legal issues.

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. Appointment and continuing service are also subject to the applicant residing within 35 miles of the Court.

Note: *Chambers is currently using a hybrid work schedule, combining telework and in-office work, which may be subject to change.*

Area of Consideration: Area-Wide.

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

Duties and Responsibilities: The Confidential Assistant ([akin to a Judicial Assistant in many federal courts](#)) is responsible for the following:

- Case tracking and the administrative operations of the chambers, including creating and maintaining physical and electronic case files; updating the status of assigned cases in the electronic chambers log; and submitting orders, decisions, and opinions for issuance through a Court electronic case management system.
- Planning and coordinating meetings; assisting in the scheduling of oral arguments and conferences; coordinating the Judge's official travel arrangements; and processing time and attendance records of chambers staff.
- Drafting orders and decisions; preparing emails, notes, letters, and other documents as directed; reviewing outgoing documents for proper format, spelling, and grammar; assisting law clerks with routine case management matters; and organizing materials in preparation for oral argument and/or case conferences.
- Other duties as assigned.

Qualification Requirements: To qualify for the position of Confidential Assistant, an applicant must be a high school graduate, or the equivalent, and must have the following experience.

CS Grade Level	Years of General Experience	Years of Specialized Experience	Total Years of Experience
10	2	5	7
11	2	6	8

Note: One year of the required experience (specialized, if that is required at the grade level) must have been at, or equivalent to, the next lower grade in the federal service.

General Experience: Progressively responsible general clerical or secretarial experience which includes filing, telephone usage and etiquette, typing, and word processing skills.

Specialized Experience: Progressively responsible secretarial experience as the principal office assistant in a court, chambers, or law office. (Note: All federal court experience can qualify as specialized experience.)

- Must possess excellent verbal and written communication skills; attention to detail; high ethical standards; a positive work attitude; the ability to be proactive and use initiative; and the ability to interact with judges, court staff, and others with tact, discretion, and diplomacy.
- Proficient in Microsoft Office Suite.
- Knowledge of electronic case management systems and Westlaw or Lexis is preferred.

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

1. Cover letter
2. Resume
3. List of references with contact information
4. Completed OF 306 (Declaration for Federal Employment, available at www.uscourts.cavc.gov/documents/of306.pdf)

Submit application to Judge Laurer's Confidential Assistant, Mr. Ed McGugin, at emcgugin@uscourts.cavc.gov. Email application materials in .pdf format and combined into one attachment.

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 and gender identity), sexual orientation, religion, marital status, national origin, disability, or political affiliation.