

UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS
625 Indiana Avenue, N.W., Suite 900
Washington, D.C. 20004

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 15-09
Issuing Date: August 27, 2015
Closing Date: September 10, 2015

Position: Appeals Processing Clerk
Court Schedule: CS 7 or CS 8 or CS 9 (equivalent GS 7 or GS 8 or GS 9, salary range including 2015 Washington-Baltimore Locality Pay is \$43,057 to \$68,465).

More than one position may be filled from this announcement.

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

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

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.

Area of Consideration: Area-Wide

Duties and Responsibilities: The Appeals Processing Clerk is responsible for managing all cases pertaining to his or her terminal digit assignment from 30 days after initial docketing until procedural or merits termination. The incumbent verifies and enters event information in an automated case management electronic case management (CM-ECF) system by selecting appropriate entry codes or by creating a tailored entry. The incumbent determines if documents meet requirements of rules; if not, incumbent will return documents and describe corrective action. The incumbent establishes and monitors due dates for subsequent actions; when due dates are not met, the incumbent notifies appropriate court officials or issues show cause orders. The incumbent identifies documents that require special handling and refers them to appropriate court personnel with minimum delay. The incumbent interacts with chambers staff, other Clerk's Office staff, members of the Bar, the General Counsel's office of the Department of Veterans Affairs, and the general public. The incumbent acts on uncontested motions by electronically granting them, as delegated, or by referral to supervisors. The incumbent issues routine notices and orders to move cases forward. The incumbent prepares orders for the Clerk and other supervisors' signatures as prescribed by the standard operating procedures (SOPs).

Qualification Requirements: To qualify for the position of Appeals Processing Clerk, 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
7	2	2	4
8	2	3	5
9	2	4	6

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. **The candidate must type a minimum of 45 words per minute. A test will be administered to qualified applicants to assess their computer skills.**

General Experience: General experience is defined as progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems.

Specialized Experience: Specialized experience is defined as progressively responsible legal experience requiring the routine use of keyboard skills and use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in courts, law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, corporate headquarters, or personnel/payroll operations, etc.

Experience in operating computers with knowledge of CM-ECF is preferred.

NOTE: The selectee will be subject to a one year probationary period.

Instructions for Applying: Submit the following: Resume and OF-306 (*Declaration for Federal Employment*). A copy of the (OF- 306), is available at www.uscourts.cavc.gov under **Employment** or contact Ms. Smalls on 202-501-5988. Submit information to: Ramona Smalls at employment@uscourts.cavc.gov or mail to : Ms. Ramona Smalls, US Court of Appeals for Veterans Claims, 625 Indiana Avenue, NW, Suite 900, Washington, DC 20004.

The United States Court of Appeals for Veterans Claims is an equal opportunity employer. All applicants will receive consideration without regard to race, color, age, sex, religion, marital status, national origin or disability.