

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	SENIOR STAFF ATTORNEY
Opening Date:	18 January 2012
Closing Date:	2 March 2012 or until filled
Salary Range:	\$139,383-\$165,300 (JSP 16) depending upon qualifications

The United States Court of appeals for the Eleventh Judicial Circuit in Atlanta, Georgia, is accepting applications for the position of **Senior Staff Attorney**. A letter of application; resume outlining education background (including law school class rank and/or percentile if available), employment, salary history, and other relevant information; law school transcript; a list of three professional references; and, a self-edited writing sample of no more than five pages should be submitted by **2 March 2012** (or until filled) to:

Cheryl Vessels
Human Resources Manager
Eleventh Circuit
United States Court of Appeals
56 Forsyth Street, NW
Atlanta, Georgia 30303

About the Staff Attorney's Office: The Staff Attorney's Office is a central legal staff, serving the court at large rather than individual judges. The office has over sixty attorneys, including eight career supervisory staff attorneys and approximately fifty staff attorneys who serve staggered two-year terms. The principal task of the office is to assist in the disposition of appeals through the preparation of legal memoranda. The types of cases the office presently handles include (1) direct criminal appeals involving sentencing guidelines and guilt/innocence issues, (2) all *pro se* appeals, including collateral attacks on criminal convictions by state and federal prisoners, and civil rights suits under 42 U.S.C. § 1983, (3) employment discrimination cases, (4) immigration cases, and (5) social security appeals. There are also three specialized units within the office. The Jurisdiction Unit assists the court in the initial review of all appeals filed for the purpose of determining appellate jurisdiction. The Issue Tracking Unit serves to track and catalog relevant legal issues. The Motions Unit processes certain substantive motions, including those for *in forma pauperis* status, certificates of appealability for 28 U.S.C. §§ 2254 and 2255 appeals, transcripts at government expense, and motions to appoint, withdraw, and/or substitute counsel.

Position Overview: The Senior Staff Attorney is an executive position appointed by the Court of Appeals under authority of § 715 of Title 28 of the United States Code. The Senior Staff Attorney has administrative responsibility for all aspects of the Staff Attorney's Office operations, including, but not limited to, personnel management, budget preparation, procurement management, training, statistical reporting, and records management.

Required Qualifications: Applicants must possess a Juris Doctor from a law school of recognized standing. Applicants also must have excellent academic credentials, superior analytical, research, and writing skills, and demonstrated ability to manage professional staff. At least ten years of experience post Juris Doctor, including three years of federal court experience and at least five years of extensive and substantial management responsibility is required. Demonstrated, excellent written and oral communications abilities and strong interpersonal skills are essential. Applicants must possess expertise in federal appellate, civil, and criminal procedure, as well as significant understanding of constitutional law. Membership in good standing in the bar of a state, territorial, or federal court of general jurisdiction also is required.

Conditions of Employment: The selected candidate will be subject to a full F.B.I. background investigation, and retention depends upon a favorable suitability determination after a ten-year background check. The initial investigation will be updated every five years thereafter. All employees of the Judiciary are “at will” employees in the excepted service. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The position is subject to mandatory electronic funds transfer for payment of salary. Applicants must be citizens of the United States of America or be eligible to work in the United States.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year
SICK LEAVE	13 days per year
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-GRADE SALARY INCREASES	Within each salary classification level there are 10 "steps." Based upon performance, employees are eligible for annual step increases through step 3, increases every 2 years through step 6, and increases every 3 years through step 10.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Employees contribute 6.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 6.45%, 4.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

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(revised 12/2006)