



POSITION RECRUITMENT ANNOUNCEMENT SENIOR STAFF ATTORNEY FIFTH CIRCUIT NEW ORLEANS, LOUISIANA

The Judges of the United States Court of Appeals for the Fifth Circuit invite applications from qualified persons for the position of Senior Staff Attorney. Pursuant to 28 U.S.C. § 715(a), the chief judge may appoint, with the approval of the court, a senior staff attorney. This person directs the Staff Attorneys' Office ("SAO") of 60 attorneys and support personnel, with full administrative responsibility for all aspects of the operation of this central legal office, including planning, organizing, staffing, and reviewing the substantive work of the staff attorneys. The types of cases handled by the SAO include (1) direct criminal appeals, (2) appeals involving collateral attacks on criminal convictions by state and federal prisoners, (3) petitions for review of decisions by the Bureau of Immigration Appeals, and (4) appeals involving challenges to conditions of confinement. While the primary responsibility of the Senior Staff Attorney is ensuring the high quality of all substantive work performed by members of the SAO, the Senior Staff Attorney is also responsible for a discrete operating budget, handles designated financial work, and is responsible for the office's personnel administration.

An applicant must be a graduate of a law school accredited by the American Bar Association, with standing in at least the top third of his/her class; be admitted to practice before the highest court of a state, territory, the District of Columbia, the Commonwealth of Puerto Rico, or a federal court of general jurisdiction; have extensive knowledge of and experience working with federal appellate, civil, and criminal procedure as well as constitutional law; and possess at least 15 years of experience in the practice of law, in legal research, or in legal administration.

This position requires demonstrated management and supervisory skills, with a minimum of six years of progressively responsible administrative experience in public service or business that has provided the applicant with a thorough understanding of the organizational, procedural, and human aspects involved in managing a complex professional organization. Additional desirable qualifications include specialized education in public or judicial administration, training in court management, knowledge of automated systems, strong analytical skills, polished oral and written communication skills, creativity, and initiative.

Qualified applicants should submit a cover letter, resume, salary history, and three professional references by **MONDAY, JULY 15, 2024**, via email (as a single PDF only) to:

court_vacancy@ca5.uscourts.gov

The salary range of the office is \$193,607 through \$204,000 per annum depending on experience and qualifications. The Court anticipates the Senior Staff Attorney's start date to be October 21, 2024, to provide an overlap with the incumbent, who retires on December 29, 2024.

Applicants must be U.S. citizens or meet the requirements under current law for working in the U.S. Funding is not available to support interviewee travel expenses. Positions with the U.S. Courts are excepted service appointments and "at will." The initial appointment is provisional and contingent upon the satisfactory completion of a background investigation. Although not civil service employees, federal court employees share in most of the federal fringe benefit programs, including paid annual and sick leave, 11 paid federal holidays, health insurance, and life insurance, with optional vision and dental, flexible spending account program, federal retirement, and the Thrift Savings Plan (similar to a 401K plan). Relocation reimbursement may be available in some instances. Direct deposit of pay is required.

The Fifth Circuit is an Equal Opportunity Employer.