



UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT
OFFICE OF STAFF COUNSEL



VACANCY ANNOUNCEMENT: #20A07

POSITION: CHIEF DEPUTY STAFF COUNSEL
(Full time with comprehensive benefits package available)

LOCATION: Denver, CO

SALARY RANGE: JSP 16 (Salary commensurate with experience and qualifications)

CLOSING DATE: October 28, 2020

POSITION OVERVIEW: The Office of Staff Counsel's principal responsibility is to recommend to the court the disposition of substantive motions, appeals decided without oral argument, original proceedings, and emergency matters. Staff Attorneys confer with judges, do legal research, prepare legal memoranda, draft proposed dispositions, and review other staff attorneys' work. The Deputy Chief Staff Counsel performs the work of a Staff Attorney and works directly with the Chief Staff Counsel to manage and lead the Office of Staff Counsel. Responsibilities include: researching and writing to produce substantive case work, overseeing review and evaluation of staff attorney and support staff work, making decisions regarding office procedure and policy, and managing day-to-day operations.

MINIMUM REQUIRED QUALIFICATIONS:

- J.D. from an accredited law school
- Minimum 7 years of experience producing legal work for judges in a court setting.
- Superior legal-research, analytical, writing, and editing skills.
- Demonstrated management abilities, including excellent communication, interpersonal, and organizational skills.

PREFERRED QUALIFICATIONS:

- 1-3 years of experience managing attorneys, cases, and legal work in a court's central-resource staff attorney office.
- Experience working directly and extensively with multiple judges simultaneously on complex legal issues.
- In-depth knowledge of substantive legal areas frequently raised in federal appeals

HOW TO APPLY: Submit application package through OSCAR at <https://oscar.uscourts.gov>

Application package must include:

- Letter of interest and resume
- Self-edited writing sample
- Law school transcript
- Statement of good standing to practice before the highest court of a state/territory or copy of current bar registration

CONDITIONS OF EMPLOYMENT: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Excepted service appointments are "at will." Appointment is contingent upon successful completion of a background investigation. Employees are subject to the Judicial Code of Conduct.