



United States Court of Appeals for the Sixth Circuit

SENIOR STAFF ATTORNEY

Cincinnati, OH Full-Time
\$177,583 – \$205,899*

About the Court

The United States Court of Appeals for the Sixth Circuit is one of 12 regional federal courts. Circuit courts hear appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

About Cincinnati

The Cincinnati region is booming! Located on the banks of the Ohio River, we have old city charm with 21st Century vision. We enjoy a diverse and energetic population who are transforming the area into one of the top places to live in the country. Explore our remarkable city at www.cincinnati-chamber.com and check out our awards at www.cincyusa.com.

The United States Court of Appeals for the Sixth Circuit is seeking a highly qualified Senior Staff Attorney to serve in an executive role within the Staff Attorney's Office.

Staff Attorney Office

The Staff Attorney's Office is a central legal staff, serving the court at large rather than individual judges. The Staff Attorney's Office is comprised of approximately thirty-five attorneys and administrative staff.

The principal responsibility of the office 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 the judges, conduct legal research, prepare legal memoranda, and draft proposed opinions. The Staff Attorney Office handles (1) pro se appeals; (2) immigration cases (petitions for review from orders of the Board of Immigration Appeals); (3) civil and criminal counseled motions; (4) civil and criminal pro se motions; and (5) other legal research.

Senior Staff Attorney Position

The Senior Staff Attorney is appointed by the Chief Judge of the Court, with the approval of the Court pursuant to 28 U.S.C. § 715. The Senior Staff Attorney directs attorneys and administrative staff, with full administrative responsibility for all aspects of the operations of this legal office. Responsibilities include long-range strategic planning, policy development and implementation, budget oversight and procurement, human resource management, statistical reporting, records management, legal research, and writing. Duties also include ensuring the high quality of substantive work performed by the legal and support staff. The Senior Staff Attorney serves on the court's executive leadership team, court committees, and Judiciary committees.

Qualifications

Required: A Juris Doctor from a law school of recognized standing. Membership in good standing in the bar of a state, territorial or federal court of general jurisdiction. Expertise in federal appellate, civil, and criminal procedure, as well as significant understanding of constitutional law. Possess at least ten years of experience in the practice of law, in legal research, or legal administration, and at least five years of extensive and substantial management responsibility. Superior analytical, research, and writing skills; outstanding written and oral communication abilities; strong interpersonal skills; knowledge of automated systems; and a demonstrated ability to manage professional staff.

Preferred: Related experience in a federal court, government agency, or equivalent environment. Specialized education in public or judicial administration. Training in court management.

Total Rewards and Work/Life Balance

The Sixth Circuit offers a forward-thinking work environment with a team of dedicated professionals.

Compensation: \$177,583 – \$205,899 (JSP 17) (*Salary commensurate with qualifications)

Benefits: Employer subsidized health and life insurance plans. Dental, vision, flexible spending accounts, long-term care plans available. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. On-site gym. Federal retirement entails an employer sponsored pension plan (FERS-FRAE) and a retirement contribution plan with employer match (TSP). Retirees carry insurance plans into retirement while paying the same premiums as employees.

Work/Life: Time off - 13 vacation days, 13 sick leave days, and 10 paid holidays. Vacation days increase to 20 days after three years of federal government experience and to 26 days after fifteen years.

How to Apply

Please submit a single PDF application packet that includes 1) a cover letter detailing your qualifications and experience performing the representative duties, and 2) current resume to the Director of Human Resources at ca06-humanresources@ca6.uscourts.gov. Position is open until filled, preference given to applications received by January 14, 2021.

Interviews will be conducted on a virtual platform.

Conditions of Employment

Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Travel for this position is required. Selectees are subject to a background investigation and fingerprinting and are provisionally hired pending results of the background investigation. This position is subject to updated background investigations every five years. Employees are required to adhere to the [Judicial Code of Conduct for Judicial Employees](#). Employees are required to use Electronic Fund Transfer for payroll direct deposit. For citizenship requirements, visit www.uscourts.gov/careers.

The Court of Appeals is an Equal Opportunity Employer and values diversity in the workplace.