



**UNITED STATES COURT OF APPEALS
FOR THE EIGHTH CIRCUIT
VACANCY ANNOUNCEMENT**

Position Title: Senior Staff Attorney
Location: St. Louis, Missouri
Salary Range: JSP-16 TO JSP-17 (\$140,835 - \$187,529) depending on qualifications
Closing Date: Open until filled – To ensure consideration, submit required application documents no later than July 15, 2017

The United States Court of Appeals for the Eighth Circuit is accepting applications for the position of Senior Staff Attorney.

Position Overview

The Senior Staff Attorney is an executive position appointed by the Chief Judge with the approval of the Court pursuant to 28 U.S.C. § 715. The Senior Staff Attorney oversees the Eighth Circuit Staff Attorneys, supervising a staff of 23 attorneys (including 4 supervisory staff attorneys) and 3 support personnel. The primary responsibility of the Senior Staff Attorney is to ensure the high quality of all substantive legal work performed by the staff attorneys. In addition, the Senior Staff Attorney has administrative responsibility for all aspects of the office's operations, including, but not limited to, human resources management, recruitment and training, budget preparation and fiscal oversight, procurement management, establishing and managing systems and processes, and statistical reporting.

About the Eighth Circuit Staff Attorneys

The Eighth Circuit Staff Attorneys support the Court as a whole rather than individual judges. They assist the Court in its review of decisions appealed from district courts and federal government agencies, primarily in matters that will be decided by the Court on written submissions only, without oral argument, including all pro se appeals. The staff attorneys' principal task is preparation of written legal memoranda. The types of matters on which staff attorneys assist include: direct criminal appeals of convictions and sentences imposed under the Federal Sentencing Guidelines; collateral attacks on criminal convictions, by state and federal prisoners; civil rights actions under 42 U.S.C. § 1983; and cases involving a variety of other areas of law, such as employment discrimination, tax, bankruptcy, immigration, and Social Security benefits. Staff attorneys play an important role in supporting the United States Judiciary's mission of ensuring equal justice under the law. The Eighth Circuit Staff Attorneys do so by maintaining high standards for the research and written work performed for the Court. While the nature of the work is important and the workload is substantial, the office provides a collegial, collaborative environment.

Minimum Qualifications

Applicants must have (1) a Juris Doctor degree from an ABA accredited law school; (2) membership in good standing in the bar of a state, territorial or federal court of general jurisdiction; (3) at least five years of progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school; (4) excellent academic credentials, and superior analytical, research and writing skills; (5) excellent written and oral communication abilities, and strong interpersonal skills, with an ability to assume and delegate responsibility.

Preferred Qualifications

In addition to the minimum qualifications, any of the following will enhance a candidate's suitability for the position: (1) ten years of post-Juris Doctor legal experience; (2) managerial or administrative experience; (3) expertise in federal appellate, civil, and criminal procedure and the Federal Rules of Evidence, and an informed understanding of the processes of constitutional and statutory analysis; and (4) a minimum of three years of federal court experience.

Conditions of Employment

Applicants must be U.S. citizens. Interviews of selected candidates will be conducted in St. Louis, Missouri, and applicants must bear their own travel expenses. All employees of the Judiciary are "at will" employees in the excepted service. The U.S. Courts require employees to adhere to the *Code of Conduct for Judicial Employees*, which is available to applicants for review upon request. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The successful candidate will be subject to a ten-year background investigation and employment will be contingent upon a favorable suitability determination. Subsequent reinvestigations will be required every five years.

Employee Benefits:

The following benefits are available for this position: Health Insurance, Dental and Vision Insurance, Federal Employees' Group Life Insurance, Long-term Care Insurance, Flexible Benefits Program (health and dependent care), Thrift Savings Plan, Federal Employees' Retirement System, Federal Holidays, Paid Vacation, and Sick Leave.

Applicant Procedure:

Qualified applicants must submit each of the following to be considered:

- A detailed cover letter
- A detailed resume outlining education background, and employment and salary history
- Law school transcript
- Self-edited writing sample of no more than five pages
- Contact information for three professional references

Submit materials to: CE8employment@ca8.uscourts.gov

Only those candidates selected for an interview will be contacted. The court reserves the right to amend or withdraw the job announcement without written notice to applicants.