VACANCY ANNOUNCEMENT 2016-9

OFFICE OF THE CLERK
UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TENNESSEE

DATE:	May 4, 2016
POSITION TITLE:	Administrative Attorney (Full-Time Permanent)
LOCATION:	Knoxville, TN
SALARY:	CL 27/1 to CL 29/61 ($47,390 to $109,801) Starting salary is usually in the low to middle portion of the range provided above, dependent upon qualifications and experience in accordance with the Court Personnel System.
PROMOTION POTENTIAL:	There is promotion potential to the CL 28 and CL 29 levels without competition (when determined qualified and depending upon budget).
CLOSING DATE:	Expected closing date: May 18, 2016. Opportunity will be considered open until the position is filled or cancelled.

POSITION OVERVIEW:

The U.S. District Court Clerk's Office for the Eastern District of Tennessee is recruiting for an Administrative Attorney position. The Administrative Attorney provides objective advice to the Clerk of Court and appropriate guidance to staff in administrative and operational areas of the Court, as required. Duties include, but are not limited to, the following:

- Conduct legal research and provide procedural and substantive advice on legal policy matters applicable to day-to-day clerk's office and/or court activities, or assigned projects. Conduct research on specific legal questions and report on the results of such research.
- Analyze and interpret federal statutes and regulations, Administrative Office directives, policies and procedures, and court rules and orders affecting the operation and work of the clerk's office and the court.
- Research areas of law and prepare memoranda for the Clerk of Court and judges on assigned topics.
- Draft administrative orders for review and consideration by the chief judge.
- Provide staff support for court and bar committees; such as a local rules committee.
- Provide support, oversight, legal analysis, and direction to staff concerning the review and processing of Criminal Justice Act (CJA) vouchers. Perform administrative tasks related to the review and processing of CJA vouchers.
- Review and provide legal analysis regarding attorney discipline matters.
- Analyze data and prepare reports in areas including, but not limited to, Alternative Dispute Resolution (ADR) utilization, pro se prisoner litigation, the local jury plan, and the court's internal controls and local rules. Review statistical data and act as a resource on data collection and accurate coding of case related information.
- Monitor and evaluate existing and proposed legislation, laws, rules, and other regulations to determine impact on court procedures or to suggest changes to improve clerk's office or court policies or procedures. Monitor, review, and report on policies and procedures of the circuit court.
- Develop and facilitate presentations, including visual presentations, for judges or staff regarding special topics or projects.

- Review Bills of Costs and prepare Findings of the Clerk.
- Assist in the development of guidelines by which the federal and local rules are applied in cases filed with the court. Review and draft changes to local rules, administrative orders of the court, forms, and guidelines.
- Draft responses to inquiries from attorneys and the public regarding procedures or information requests for non-legal advice about the court's processes, or inquiries from attorneys on procedural matters relating to the filing of pleadings.
- Prepare responses to requests for assistance from the Administrative Office of the U.S. Courts, other clerk's offices, or as directed regarding proposed amendments to policies, codes, rules, and official forms. Respond to surveys and requests for information relating to court procedures and provide editorial review of manuals and other information upon request.
- Remain current with developments in the law of the circuit and the district court, as well as with evolving legislation
- Develop specialized expertise in particular areas of the law.
- Schedule and attend meetings.
- Attend assigned training seminars or conferences.
- Perform other duties, including administrative tasks, as assigned by the Clerk of Court.

GENERAL QUALIFICATIONS:

- Ability to work independently under general guidance and direction.
- Exceptional organizational and time management skills, including ability to manage multiple projects and priorities within strict deadlines.
- Excellent problem solving, critical thinking, and research skills.
- Effective oral and written communication skills and strong attention to detail.
- Ability to draft memoranda, orders, rules, and notices based on thorough research, sound reasoning, and logical decision making.
- Strong interpersonal skills and ability to interact effectively and appropriately with individuals at all levels within and outside the court.
- Ability to synthesize and present complex legal matters to the Clerk of Court, judges, administrative and operations staff, attorneys, the public, and chambers.
- Skill in the use of automated equipment including legal research systems, case management applications, word processing, spreadsheet, database, and various other types of applicable software.
- Availability for occasional travel, including overnight.

COURT PREFERRED SKILLS/QUALIFICATIONS:

- Knowledge of how cases proceed through the federal court system, including local rules, orders, and procedures of the Court. Knowledge of case management and other administrative and operational database management systems. Knowledge of Administrative Office reporting requirements and deadlines.

MINIMUM QUALIFICATIONS:

An applicant must be a law school graduate from a law school that has been accredited by a recognized accrediting authority, or admitted to practice before the highest court of a state, territory, commonwealth, or federal court of general jurisdiction of the United States.

For appointment at a CL 27, an applicant must be a law school graduate.

For appointment at a CL 28, an applicant must also possess one year of full-time legal work experience after graduation from law school.

For appointment at a CL 29, an applicant must possess two years of full-time legal work experience after graduation from law school, and must also be a member of the Bar of a state, territory, commonwealth, or federal court of general jurisdiction of the United States.

EDUCATIONAL SUBSTITUTIONS:

The following may be credited as one year of experience:

- Graduation in the upper third of class from a law school accredited by the American Bar Association or the Association of American Law Schools;
- Membership on the editorial board of a law review of such a school;
- Graduation from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools with an advanced degree (LLM or equivalent); or
- Demonstrated proficiency in legal studies which, in the opinion of the appointing official, is the equivalent of the above.

CONDITIONS OF EMPLOYMENT:

- U.S. District Court employees serve under "Excepted Appointments" and are considered "at will." Employment can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the *Code of Conduct for Judicial Employees* and are subject to strict confidentiality requirements.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- Applicants must be U.S. citizens or eligible to work in the United States.
- New employees are subject to a one year probationary period.

BENEFITS:

Court employees are entitled to the same benefits as other federal employees such as:

- Thirteen days of paid vacation for the first three calendar years, twenty days after three years, and twenty-six days after fifteen years.
- Ten paid federal holidays per calendar year.
- Participation in a Federal Employees Health Insurance Program.
- Participation in Group Life Insurance, Long-Term Care Insurance, and Long-Term Disability Insurance programs.
- Participation in a pre-tax Flexible Benefits Spending Account.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.

APPLICATION PROCESS:

Submit one document in PDF format via e-mail to jobs@tned.uscourts.gov that includes the following:

- A cover letter addressing the qualifications, skills, and experience necessary to perform the job;
- A resume, including a list of professional references;
- One writing sample of no more than five pages in length; and
- A completed AO 78, Application for Federal Judicial Branch Employment (available on the court's website at www.tned.uscourts.gov/docs/ao78.pdf)

INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN ONE PDF DOCUMENT MAY NOT BE CONSIDERED.

- Only applicants selected for an interview will be notified.
- Applicants interviewed will take a computer skills test.
- Employment references will be checked prior to a job offer.
- The successful candidate will undergo a mandatory FBI fingerprint check/background investigation and will be considered a provisional employee pending successful completion of the investigation.
- The court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY IN THE WORKPLACE