



**United States Court of Federal Claims  
Office of Special Masters**

717 Madison Place NW  
Washington, DC 20439

**POSITION VACANCY**

<b>Announcement Number:</b>	<b>OSM-2017-03-SA</b>
<b>Position Title:</b>	<b>Staff Attorney</b>
<b>Open Date:</b>	<b>October 31, 2017</b>
<b>Close Date:</b>	<b>November 17, 2017</b>
<b>Type of Appointment / Position:</b>	<b>Permanent</b>
<b>Grade / Salary Range:</b>	<b>CL-29 (\$75,823 - \$123,256)</b>
<b>Duty Location:</b>	<b>Washington, DC</b> (conveniently located one block from McPherson Square Metro)
<b>Who May Apply:</b>	<b>U.S. Citizens (or persons eligible to work in the United States)</b>

**Position Overview and Representative Duties:**

The United States Court of Federal Claims, Office of Special Masters (OSM) is seeking applicants to fill up to two (2) staff attorney positions. The career appointment shall begin on or about December 2017.

The OSM consists of one Chief Special Master and seven Special Masters which are full-time judicial officials who adjudicate claims filed pursuant to the National Childhood Vaccine Injury Act, 42 USC § 300aa-1 *et. seq.* The staff attorney will be part of an organized special processing unit (SPU) which assists the Chief Special Master in managing a docket consisting of the cases most likely to be resolved without protracted litigation. Duties include case management, medical record evaluations, conducting status conferences with counsel, drafting orders, and drafting decisions on entitlement and attorney fees and costs, and special projects. The staff attorney will also support the seven special masters by assisting in drafting decisions. Accuracy and the ability to concentrate on multiple tasks are essential to the position. The position demands a high degree of independence, professionalism, and confidentiality. Limited travel may be required.

Additional information regarding the Office of Special Masters can be found at:

**<http://www.uscfc.uscourts.gov/vaccine-programoffice-special-masters>**

No relocation expenses will be paid.

### **General Experience:**

The candidate must have expert knowledge of applicable laws, rules, and court procedures, in addition to superb skill in legal research, analysis, and writing. Knowledge of medicine and prior experience in reviewing medical records is helpful. The candidate must have skill in analyzing legal concepts and issues and skill in legal reasoning and critical thinking. The candidate must have the ability to manage time effectively, set priorities, meet tight deadlines, and work independently with limited guidance and direction regarding the following duties:

Work closely with the Chief Special Master in managing the OSM case docket. Provide case management for docket of Special Processing Unit (SPU) cases under supervision of the Chief Special Master.

Draft entitlement decisions, decisions on attorneys' fees and costs, orders of dismissal, scheduling orders and other documents as required. Provide procedural information to pro se litigants or counsel by responding to questions.

Conduct status conferences with the parties to review medical records, and provide evaluations of the strengths and weaknesses of the parties' cases.

Perform legal research, analysis and draft decisions and scheduling orders and other documents for the Chief Special Master and other Special Masters.

Staff OSM committees and ad hoc tasks forces as directed by the Chief Special Master.

Provide staff support for court events, including the Court's Annual Judicial Conference and Law Day Observance.

Perform other duties as assigned.

The successful candidate must be a self-starter as well as detail-oriented. Candidate must also be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. The candidate must have strong prioritizing and problem-solving skills, solid communication skills (written & oral) and be able to communicate effectively with persons within the court as well as with persons outside the court. A demonstrated ability to work harmoniously with others in a team environment and to exhibit a professional manner is essential. Candidates with relevant legal experience and knowledge of the federal judiciary will be given preferential consideration.

### **Required Qualifications:**

The court requires the candidate to have a degree from an accredited law school and experience working in the federal or state court environment.

To qualify at the CL 29 level: Three years of specialized experience, including at least one year equivalent to work at the CL-28 and admission to practice before the highest court of a State, Territory, Commonwealth, or Possession of the United States.

### **Benefits:**

10 holidays • 13-26 days annual leave (increases with service) • 13 days sick leave • Federal Employees Retirement System • Thrift Savings Plan • Commuter Benefit Program/Metro Transit Subsidy Program • Flexible Spending Accounts • Insurance available for health, dental, vision, life, and long-term care.

### **How to Apply:**

Ensure that your application package contains the following required documents:

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Résumé**;
- **Form AO78 Federal Judiciary Application Form** which can be found at: <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>;
- **Three (3) business/professional references** with name, affiliation, and contact information;
- **Salary History** for prior three (3) years;
- If a current Federal Civilian Employee, your **latest Personnel Evaluation** and your **latest SF-50**; and,
- If a current or recently discharged or retired military member, your **latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214.**

*All documents must be combined in a single PDF file and e-mailed to [osm\\_jobs@cfc.uscourts.gov](mailto:osm_jobs@cfc.uscourts.gov) Zip files and faxes will not be accepted. Please include the Title and Job Announcement Number in the subject line.*

### **What to Expect Next:**

- OSM will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- OSM reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.

- This is an “Excepted Appointment” and an “At Will” position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for interview will be contacted.
- The United States Court of Federal Claims is an Equal Opportunity Employer.