



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

717 Madison Place NW
Washington, DC 20439

POSITION VACANCY

Announcement Number:	OSM-2018-03-SA
Position Title:	Staff Attorney
Open Date:	June 4, 2018
Close Date:	June 18, 2018
Type of Appointment / Position:	Permanent
Grade / Salary Range:	CL-29 (\$77,553 - \$126,097) Promotion potential to CL 30
Duty Location:	Washington, DC (conveniently located one block from McPherson Square Metro)
Who May Apply:	INTERNAL CANDIDATES ONLY

Position Overview and Representative Duties:

The United States Court of Federal Claims, Office of Special Masters (OSM) invites applications for the position of staff attorney. The career appointment shall begin on or about August 2018. 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.* Within OSM, there are eight staff attorneys. The Chief Special Master is seeking to fill an additional staff attorney position for OSM that will be responsible for reviewing applications and motions for attorneys' fees and costs, all supporting documentation, any briefing, and drafting relevant orders and decisions. Duties include case management, conducting status conferences with counsel, reviewing fees and costs applications and motions, drafting orders, drafting attorneys' fees and costs decisions and special projects. 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 and Representative Duties:

The candidate must have expert knowledge of applicable laws, rules, and court procedures, in addition to superb skill in mathematical computation, legal research, analysis, and writing. Knowledge and prior experience in reviewing billing 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 and the seven Special Masters in managing the OSM case docket. Provide case management for attorneys' fees and costs docket under supervision of the Chief Special Master.

Draft decisions and orders on attorneys' fees and costs, scheduling orders and other documents as required.

Conduct status conferences with the parties as needed to review applications for attorneys' fees and costs along with any supporting documentation.

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 and 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.

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 in the practice of law, including judicial, government, or private practice experience with similar duties and responsibilities. The applicant should have 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.

Preferred Qualifications:

Candidates with knowledge and experience in attorney billing practices, strong mathematical skills, and Excel experience will be given preferential consideration.

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);
- Resumé;
- 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 into a single PDF file and e-mailed to:

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.