

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

Position: Term Law Clerk to Chief Special Master Dorsey

Opening Date: August 27, 2019

Closing Date: September 13, 2019

Salary: Job Grade JSP 11/1 – 14/1
Salary Minimum: \$69,581
Salary Maximum: \$117,191

Chief Special Master Nora Beth Dorsey in the Office of Special Masters of the United States Court of Federal Claims is hiring one term law clerk beginning in late September 2019. Special Masters are full-time judicial officials who adjudicate claims filed pursuant to the National Childhood Vaccine Injury Act, 42 U.S.C. Section 1 *et seq.* (2012). The law clerk to a Special Master acts as a liaison to the parties and assists the Special Master with her duties. Two term law clerks will staff this Special Master's chambers.

Duties

The law clerk assists the Special Master with all aspects of case management, including (1) deciding cases and writing decisions regarding entitlement to a Vaccine Program award, damages, and attorneys' fees; (2) preparing orders for the Special Master's review and signature; (3) assisting at evidentiary hearings; (4) researching substantive and procedural legal matters and reviewing case files (often involving voluminous medical records); (5) analyzing complex expert reports and scientific literature; (6) assisting with docket management; (7) communicating with counsel and *pro se* parties; (8) maintaining statistics pertaining to the disposition of cases; and (9) generally supporting the Special Master with other chambers management issues. Given the Court's nationwide jurisdiction, travel is often involved.

Qualifications

Qualified applicants will be recent graduates from accredited law schools (preferably in the past two years). Excellent writing ability, management competency, and good people skills are the most highly desired characteristics. Experience with, or an academic background in, science, healthcare, or biology is a plus but not a prerequisite.

Notes

The listed term start date is approximate. Applicants should indicate their earliest available start date in their cover letter. Although the advertised term of service is for one year, successful

clerks are frequently asked to serve an additional year, and therefore applicants should indicate if they are available and/or interested in extending their term by one year if invited to do so.

Information for Applicants

Only those applicants invited for interviews will be contacted by the Court. Applications must be submitted electronically and shall consist of:

- Cover letter addressed to Chief Special Master Dorsey, United States Court of Federal Claims
- Resume (with rank and honors)
- Writing Sample (not to exceed 10 pages)
- Law School Transcripts
- Three references (name, affiliation, and contact information) from persons who are familiar with your work

Email complete application in one submission (attachments in PDF only) to anna_miller@cfc.uscourts.gov. Please enter the vacancy announcement "Law Clerk" in the subject line. Incomplete or late application packages will not be considered.

No phone calls please.

The United States Court of Federal Claims reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, to commence interviews immediately, or to fill the position sooner than the closing date, any of which actions may occur without prior written or other notice.

The United States Court of Federal Claims is an equal opportunity employer.

All applicants must be U.S. citizens or be eligible to work in the United States.

All appointments are subject to FBI fingerprint background check, with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments are subject to mandatory electronic funds transfer.