



## 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-2020-02-SA</b>
<b>Position Title:</b>	<b>Staff Attorney</b>
<b>Open Date:</b>	<b>September 11, 2020</b>
<b>Close Date:</b>	<b>October 2, 2020</b>
<b>Type of Appointment / Position:</b>	<b>Permanent</b>
<b>Grade / Salary Range:</b>	<b>CL-29 (\$82,120 - \$133,477)</b> <b>Promotion potential to CL 30</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 applications for a staff attorney position.

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 ten staff attorneys. The staff attorney will assist OSM's "pre-assignment review" ("PAR") process, which seeks to review medical records and other evidence filed at the outset of a new claim to confirm that the record is substantially complete as required by Section 11(c) of the Vaccine Act. The staff attorney will perform PAR-related case management responsibilities including responding to inquiries from parties regarding cases, reviewing, drafting and finalizing documents for filing, generating statistical reports, researching legal questions, and preparing memorandum. The staff attorney may also assist the Chief Special Master in managing other non-PAR docket cases, consisting of the cases most likely to be resolved without protracted litigation. These duties may also include additional case management, medical record evaluations, conducting status conferences with counsel, drafting orders, drafting fact rulings, and drafting decisions on entitlement, damages, 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:**

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. The main responsibility of this position involves reviewing newly filed petitions and medical records for completeness in order to evaluate the claim for Vaccine Act compliance. Ongoing communication with counsel to provide information on Vaccine Act compliance and assist with drafting necessary orders. Draft entitlement decisions, decisions on damages, fact rulings, decisions on attorneys' fees and costs, orders of dismissal, scheduling orders and other documents as required. Provide procedural information to counsel or pro se litigants by responding to questions.

Conduct status conferences with the parties to review medical records, other case filings and to assist with compliance with Rules and Guidelines.

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. This position involves organizing and managing a large amount of data and information, thus a high level of attention to detail, organization skills, and ability to analyze the information is necessary. 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 federal judiciary will be given preferential consideration. Candidates must also demonstrate strong writing skills.

## **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.

## **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](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.