



United States Court of Appeals for the Sixth Circuit

ATTORNEY ADVISOR

Cincinnati, OH Full-Time

\$70,535 - \$90,587*

About the Court

The Sixth Circuit offers a forward-thinking culture with a team of dedicated professionals.

The United States Court of Appeals for the Sixth Circuit hears appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

About Cincinnati

The Cincinnati region is booming! Located on the banks of the Ohio River, we have old city charm with a contemporary vibe. We enjoy a diverse and energetic population who are transforming the area into **one of the top places to live in the country**. Explore our remarkable city at cincinnati.chamber.com and check out our awards at cincyusa.com.

The United States Court of Appeals for the Sixth Circuit is seeking an Attorney Advisor to join the Clerk's Office team.

Overview of Duties

The Attorney Advisor provides legal analysis and assistance on matters pending before the court. This position reports directly to the Chief Legal Advisor.

- Review correspondence, petitions, and pleadings that have been filed by pro se litigants to determine issues involved and basis for relief.
- Review motions, pleadings, briefs, and records and prepare draft orders, memoranda, or opinions regarding the request for relief or appropriate disposition.
- Respond orally and in writing to inquiries posed by pro se litigants, attorneys, other courts and government entities, and the public regarding the court's rules and procedures, and Clerk's Office operations.
- Evaluate present procedures to determine innovations for increasing the effectiveness in handling correspondence, petitions, and pleadings.
- Assist with attorney discipline matters, including analyzing state bar disciplinary orders, preparing recommendations, drafting disciplinary orders, and monitoring the status of disciplinary actions.
- Remain current with and provide advice and counsel to clerk's office staff regarding legal developments and case law on pro se matters and court procedure.
- Analyze and interpret federal statutes and regulations, Administrative Office directives, policies and procedures, and local court rules and orders affecting the operation and work of the Clerk's Office and the court.
- Review and draft changes to local rules, administrative orders, forms, appeal instructions and guidelines.
- Conduct complex research and analysis on legal and administrative questions.
- Provide courtroom support as needed.
- Perform other duties as assigned.

POSITION QUALIFICATIONS

Required: Juris Doctor from accredited law school. Admission to practice before the highest court of a state, territory, commonwealth, or federal court of general jurisdiction of the United States. Minimum one year of post-law school legal experience. Strong legal research, analytical, writing, and editing skills. Ability to organize and synthesize information and to manage time effectively, set priorities, and meet tight deadlines. Ability to work under pressure. Strong interpersonal and customer service skills and the ability to work in a team environment. Proactive, problem-solving approach.

Preferred: Federal court legal staff experience and/or judicial law clerk experience. Progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience.

COMPETITIVE TOTAL REWARDS

ENJOY WORK/LIFE BALANCE

Compensation*: \$70,535 - \$90,587* (CL 28) (*Salary commensurate with qualifications)

Benefits: Employer subsidized health and life insurance plans. Dental and vision insurance plans. Flexible spending accounts for health care, dependent care, and commuter expenses. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. On-site fitness center. Federal retirement entails a pension plan (FERS-FRAE) and employer-matching Thrift Savings Plan (similar to a 401K). Retirees may carry insurance plans into retirement while paying the same premiums as employees. Visit www.uscourts.gov/careers/benefits to learn more about the Judiciary's competitive benefits.

Work/Life: Annual time off - 13 vacation days, 13 sick leave days, and 11 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years. Hybrid telework schedule may be available.

HOW TO APPLY

Please submit a PDF of (1) a cover letter addressing your qualifications and experience in relation to the job duties described above *and* how you learned of the position, (2) a current resume, to the Director of Human Resources via our [online application system](#). Position is open until filled; preference given to applications received by February 23, 2024.

Virtual interviews available.

CONDITIONS OF EMPLOYMENT

The selected candidate is provisionally hired pending results of background check and fingerprinting. Employees are required to adhere to the [Judicial Code of Conduct for Judicial Employees](#).

For citizenship requirements, visit www.uscourts.gov/careers. Electronic Fund Transfer for payroll direct deposit is required. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court.

The Court reserves the right to modify the conditions of this announcement, or to withdraw the announcement for any reason without notice.