



United States Court of Appeals for the Sixth Circuit

MOTIONS ATTORNEY

Cincinnati, OH Full-Time

About the Court

The Sixth Circuit offers a forward-thinking work environment 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 21st Century vision. 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 seeks a highly qualified attorney to join the Motions Attorney's Section - a team of three attorneys and a paralegal, located in the Clerk's Office in Cincinnati, Ohio.

Position Summary

Motions Attorneys provide the court with procedural and substantive legal advice regarding cases. The major responsibilities and duties of this position include:

- Reviewing all counseled civil cases for jurisdiction and providing chambers with memoranda and proposed orders to show cause regarding jurisdictional defects.
- Reviewing motions, petitions for mandamus, and emergency applications for submission to the court
- Conducting legal research and analysis on issues that form the basis for the disposition of the application or motion; preparing memoranda; and presenting recommended dispositions, orally and in writing, for the judges' consideration.
- Drafting orders for the judges' consideration and signature.
- Conducting research and preparing memoranda on general legal questions from judges and the Clerk of Court. Responding to inquiries from Court staff and chambers regarding motion practice, the Federal Rules of Appellate Procedure, and local rules.
- Providing legal analysis, advice, and assistance to the Court, Clerk of Court, and Clerk's Office staff regarding procedural matters.
- Assisting Clerk's Office in resolving case management issues related to pro se cases. Assisting supervisory staff in complex case management decisions.
- Drafting and/or revising reference manuals on jurisdiction and substantive law for distribution and use by judges and court personnel in the circuit.
- Remaining current with developments in the law of the circuit and the district court, as well as with evolving legislation.

POSITION QUALIFICATIONS

Required: A Juris Doctor from an accredited law school. Superior legal research, analytical, writing, and editing skills. Ability to organize and synthesize information and to manage time effectively, set priorities, and meet tight deadlines. Strong interpersonal skills; the ability to work in a team environment; and the ability and desire to interact with both chambers and Court staff on a daily basis.

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

Compensation*: \$69,008 - \$112,184 (CL 28)
\$82,064 - \$133,395 (CL 29)
\$96,9781 - \$157,629 (CL 30)

*Grade/Salary commensurate with qualifications.

Benefits: Employer subsidized health and life insurance plans. Dental, vision, flexible spending accounts, long-term care plans available. 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 Balance: 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.

ENJOY WORK/LIFE BALANCE

HOW TO APPLY

Please submit a single PDF application packet, including (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 Director of Human Resources at humanresources@ca6.uscourts.gov. Position is open until filled; preference given to applications received by **January 17, 2023**.

Interviews may be scheduled on a rolling basis and take place prior to the 'received by' date listed above. 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.

Occasional evening/weekend hours may be 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 position announcement, or to withdraw the announcement, for any reason and may occur without prior written or other notice.