



## United States Court of Appeals for the Sixth Circuit

### SENIOR STAFF ATTORNEY

#### Senior Executive Position

Cincinnati, OH Full-Time

\$207,565 - \$240,466\*

#### About the Court

The Sixth Circuit offers a positive 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](http://cincinnati.chamber.com) and check out our awards at [cincyusa.com](http://cincyusa.com).

The United States Court of Appeals for the Sixth Circuit is seeking a highly qualified Senior Staff Attorney to serve as the chief executive of the Staff Attorneys' Office.

#### Staff Attorneys' Office

The Staff Attorneys' Office prepares recommended dispositions of substantive motions, appeals decided without oral argument, original proceedings, and emergency matters. Frequent subject matter areas include habeas corpus, civil rights, criminal law and sentencing, immigration, and employment discrimination, but the office's work touches the full gamut of cases before the Court. Assisted by supervisory and administrative staff, staff attorneys conduct legal research and draft independent, objective memoranda and proposed orders for submission to the Court. The Staff Attorneys' Office comprises the senior staff attorney, chief deputy staff attorney, approximately twenty-five attorneys (including supervisory, career, and term), and seven administrative staff members.

#### Senior Staff Attorney Position

The Senior Staff Attorney is the chief operating officer for the Staff Attorneys' Office. The Senior Staff Attorney is a statutory position appointed by the Court and reports to the Chief Circuit Judge. The Senior Staff Attorney directs attorneys and administrative staff, with full responsibility for the legal and administrative operations of the office, including long-range strategic planning, policy development and implementation, and budget oversight. The responsibilities of the position also include:

- Ensure the high quality and timely submission of the office's work product.
- Establish and maintain sound working relationships with other court units.
- Advise the Court on legal and procedural matters.
- Serve on the Court's executive leadership team, staff Court committees, and advise the Administrative Office together with other Circuits' Senior Staff Attorneys.

## POSITION QUALIFICATIONS

**Required:** A Juris Doctor degree from an accredited law school. Membership in good standing in the bar of a state, territorial or federal court of general jurisdiction. Expertise in federal appellate, civil, and criminal procedure, as well as significant understanding of constitutional law. At least ten years of experience in the practice of law, legal research, or legal administration, and at least five years of substantial management responsibility. Superior analytical, research, and writing skills; outstanding written and oral communication abilities; strong interpersonal skills; knowledge of automated systems; and a demonstrated ability to manage professional staff.

**Preferred:** Related experience in a federal court, government agency, or equivalent environment. Specialized education in public or judicial administration. Training in court management.

## COMPETITIVE TOTAL REWARDS

**Compensation\*:** \$207,565 - \$240,466\* (JSP 17) (\*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](http://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.

## ENJOY WORK/LIFE BALANCE

### HOW TO APPLY

Please submit a single PDF application packet, including (1) a cover letter addressing your qualifications and experience performing the representative duties *and* how you learned of the position, (2) a current resume, to the Director of Human Resources via the Apply to Position button on our [online application system](#). Position is open until filled; preference given to applications received by March 26, 2026.

### CONDITIONS OF EMPLOYMENT

The selected candidate is provisionally hired pending results of background investigation and fingerprinting. This position is subject to updated background investigations every five years. Applicants selected for an interview must complete the Optional Background Information section on the Judiciary's application. The incumbent is required to complete an annual financial disclosure report. Travel for this position is required. Employees are required to adhere to the *Judicial Code of Conduct for Judicial Employees*. 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. For citizenship requirements and additional information about careers in the Judiciary, visit [www.uscourts.gov/careers](http://www.uscourts.gov/careers). The Court reserves the right to modify the conditions of this announcement, or to withdraw the announcement for any reason without notice.

The United States Court of Appeals for the Sixth Circuit is an equal opportunity employer. For a reasonable accommodation during the recruitment process, contact Human Resources at [humanresources@ca6.uscourts.gov](mailto:humanresources@ca6.uscourts.gov) or (513) 564-7250.