



United States Court of Appeals for the Sixth Circuit

SUPERVISORY STAFF ATTORNEY

Cincinnati, OH Full-Time

\$109,216 – \$135,391*

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 Office of the Staff Attorneys, United States Court of Appeals for the Sixth Circuit, seeks a supervisory staff attorney to join the office's leadership team.

Office of the Staff Attorneys

The Office of the Staff Attorneys is the court's central legal staff, comprising approximately 20 staff attorneys, two supervisory staff attorneys, the chief deputy staff attorney, and the senior staff attorney, as well as an administrative manager and support staff.

The Office of the Staff Attorneys serves the court at large, rather than individual judges. We recommend the disposition of certain substantive motions and appeals that are decided without oral argument; many of these motions and appeals are filed by prisoners and other litigants who are proceeding without counsel. Staff attorneys conduct legal research, prepare memoranda, and draft proposed orders and opinions. Our work can involve any area of the law, but it principally focuses on prisoner civil rights, habeas corpus, criminal law (including the United States Sentencing Guidelines), immigration, employment discrimination, and other pro se litigation.

Supervisory Staff Attorney

The successful candidate will become the office's third supervisory staff attorney. A supervisory staff attorney's principal duties are substantive and technical review of attorneys' written work, training of new staff attorneys, development of attorneys' professional skills, assignment of work, monitoring of its timely completion, and evaluation of attorneys' performance. In addition, supervisory staff attorneys closely monitor and report on legal developments; respond to questions from judges, chambers staff, and other court personnel; participate in the recruitment and selection of staff attorneys; and assist in the development and implementation of office policies and procedures. A supervisory staff attorney, as a member of the office's leadership team, may also participate in long- and short-term strategic planning and assist the senior staff attorney and chief deputy with financial management, human resources management, and other operational and administrative matters.

POSITION QUALIFICATIONS

Required: A Juris Doctor degree from an ABA-accredited law school. Membership in good standing in the bar of a state, a U.S. territory, or the District of Columbia. (Membership need not be active.) At least seven years of experience in the practice of law, as a law clerk or court staff attorney, or in other work involving substantive legal research and writing. Familiarity with federal appellate, civil, and criminal procedure, as well as significant understanding of relevant federal substantive law. Superior analytical, research, writing, editing, and oral communication skills. Outstanding interpersonal, collaborative, and leadership abilities.

Preferred: Relevant experience in a federal court or government agency. Significant experience supervising attorneys or other legal professionals.

COMPETITIVE TOTAL REWARDS

The Office of the Staff Attorneys offers a collegial, collaborative work environment.

Compensation*: \$109,216 – \$135,391 (CL 31) (*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: 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/partial 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, and 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 October 21, 2022.

Interviews will be conducted on a virtual platform.

CONDITIONS OF EMPLOYMENT

The selected candidate is provisionally hired pending results of fingerprinting and background check. 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 position announcement, or to withdraw the announcement, for any reason and may occur without prior written or other notice.