# UNITED STATES COURT OF APPEALS
## ELEVENTH CIRCUIT

## STAFF ATTORNEYS' OFFICE

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| **POSITION:** | **FEDERAL JUDICIAL STAFF ATTORNEY(S)** |
| **TERM:** | **TWO-YEAR APPOINTMENT(S)** |
| **STARTING SALARY:** | **$53,164 (CL 27/25)** |
| **LOCATION:** | Atlanta, Georgia |
| **OPENING AND CLOSING DATES:** | The Staff Attorneys' Office is accepting applications for current and future staff attorney position openings on an ongoing basis. |
| **AREA OF CONSIDERATION:** | All Sources–Nationwide |

**POSITION OVERVIEW:** The Staff Attorneys' Office is a central legal staff, serving the Court at large rather than individual judges. The principal task of the office is to assist in the disposition of appeals through the preparation of legal memoranda. The types of cases the office presently handles include (1) direct criminal appeals involving sentencing guidelines and guilt/innocence issues, (2) social security and black lung appeals, (3) all pro se appeals, including collateral attacks on criminal convictions by state and federal prisoners, and civil rights suits under 42 U.S.C. § 1983, (4) employment discrimination cases, and (5) immigration cases. There are also three specialized units within the office. The Jurisdiction Unit assists the Court in the initial review of all appeals filed for the purpose of determining appellate jurisdiction. The Issue Tracking Unit serves to track and catalog relevant legal issues. The Motions Unit processes certain substantive motions, including those for in forma pauperis status, certificates of appealability for 28 U.S.C. §§ 2254 and 2255 appeals, transcripts at government expense, and motions to appoint, withdraw, and/or substitute counsel.

Staff attorneys work in a highly collegial environment with other recent law school graduates and lawyers coming from judicial clerkships or private practice, as well as with more experienced supervisory staff attorneys and senior management. Employment with the office offers a generous benefits package, civil and criminal law experience at the federal court level, and an environment providing significant responsibility and challenge.

**REQUIRED QUALIFICATIONS:** Applicants must possess a Juris Doctor from a law school accredited by the American Bar Association and have excellent academic credentials. They must also have superior analytical, research, and writing skills and be proficient in computer-assisted research and WordPerfect. Good communication and interpersonal skills are essential.

**HOW TO APPLY:** Send a resume (including law school class rank and/or percentile if available), cover letter, official law school transcript, self-edited writing sample, and a list of at least three professional references to Sara Gilibert, Manager for Recruiting, Training, and Professional Development, Eleventh Circuit Court of Appeals, Staff Attorneys' Office, 56 Forsyth Street, N.W., Atlanta, Georgia 30303-2289.

Applicants must be U.S. citizens or eligible to work in the United States.
*Selected candidates will be subject to a background check as a condition of employment.*
Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
**THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS.**