



UNITED STATES COURT OF APPEALS FOR THE ELEVENTH CIRCUIT STAFF ATTORNEY'S OFFICE



Position: Federal Judicial Staff Attorney(s)

Salary: \$69,878 (CL 27/25), with promotion potential to \$83,755 (CL 28/25) without further competition

Location: Atlanta, Georgia

Opening and Closing Dates: The Staff Attorney's Office is accepting applications for staff attorney positions that will start in Fall/Winter 2022 and throughout 2023.

Appointment: Full Time/Two-year Term

THE STAFF ATTORNEY'S OFFICE: POSITION OVERVIEW

The Staff Attorney's Office serves the court at large rather than individual judges. Staff attorneys review case records and filings, conduct legal research, and draft bench memoranda and proposed opinions to assist the judges in the consideration and resolution of a wide variety of cases on appeal. Staff Attorneys develop expertise in civil and criminal procedure and in various areas of substantive law, including criminal, sentencing, immigration, employment discrimination, civil rights, habeas corpus, and Social Security. Additionally, a specialized team within the office assists the court in the initial review of all appeals for the purpose of determining appellate jurisdiction. Another specialized team presents substantive motions to the court, including motions for *in forma pauperis* status, certificates of appealability, transcripts at government expense, and withdrawal/substitution of counsel. Finally, our issue tracking team handles special projects from the court and tracks legal issues as they develop in the U.S. Supreme Court and the Eleventh Circuit.

ATLANTA

Despite Atlanta's fast pace, southern hospitality is still alive and well in Georgia's capital. Atlanta mixes affordable living expenses with a thriving economy, vibrant cultural scene, rich history, and mild weather. This unique mix explains why so many law firms, entrepreneurs, young professionals, and Fortune 500 companies have moved here. It has earned a reputation expressed in its various nicknames: "City in a Forest," for its unique tree canopy; "Cradle of the Civil Rights Movement," for its many civil rights icons such as Martin Luther King, Jr.; and "Hollywood of the South," for its booming film industry.

The Staff Attorney's Office is located in the heart of Downtown Atlanta, within walking distance of the Center for Civil and Human Rights, the Georgia Aquarium, the World of Coca-Cola, Centennial Olympic Park, the College Football Hall of Fame, and the Atlanta CNN Center. The Martin Luther King Jr. National Historic Site, the Atlanta BeltLine, the Atlanta Botanical Garden, Piedmont Park, the Fernbank Museum of Natural History, and the High Museum of Art are all within minutes of our office.

BENEFITS

- Paid vacation time from 13 to 26 days per year, depending on length of federal service
- 13 paid sick days per year
- 11 paid holidays per year
- Qualifying employment for **Public Service Loan Forgiveness Program**
- Federal health insurance with up to 75% government contribution to premium, depending on plan selected
- Available dental and vision coverage, life insurance, and long-term care insurance
- Flexible spending accounts for healthcare, dependent care, and commuter expenses
- Employee Assistance Program (EAP) and Work/Life Services Program
- Potential to telework one day per week during second year of term

THE STAFF ATTORNEY EXPERIENCE

The experience of serving as a staff attorney provides insight into how courts resolve cases; exposure to the documents, procedures, and processes of federal litigation; and the opportunity to further strengthen analytical skills and writing abilities. The legal skills and understanding of the judiciary that staff attorneys develop during their two-year terms serve them throughout their careers, regardless of their future area of practice. By helping the court fully understand the contours of cases and analyzing what issues are most critical, staff attorneys hone skills they will use in the future when they advise clients or argue cases as an advocate. Every day, staff attorneys see practicing attorneys in action by reading briefs or observing oral arguments. Through this process, staff attorneys learn where advocates shine and where they sometimes fail, and they apply these lessons in their own future careers.

In addition, the work of a staff attorney is a public service. While the workload of the office is heavy and the responsibilities of the job are significant, the service is rewarding because our work helps to ensure that the wheels of justice turn smoothly, that the litigants are treated fairly, and that their cases are carefully considered. In criminal appeals, our input might mean the difference between someone being punished or walking free. In civil appeals, important rights, both financial and constitutional, are often at stake.

Finally, the relationships staff attorneys develop during and after their tenure with the Eleventh Circuit are lasting ones. Because the Staff Attorney's Office recruits attorneys from across the United States, many of whom join us without knowing anyone in Atlanta, staff attorneys make a concerted effort to be inclusive and to organize frequent outside social activities. This not only leads to friendships forged easily and quickly, but helps create an atmosphere with a healthy balance between work and personal life. In addition, because of the two-year term of service, we have alumni across the country, so staff attorneys have a built-in professional network, and friendships based on the shared experience here continue to develop even after attorneys leave the office.

REQUIRED QUALIFICATIONS

- Juris Doctor degree from a law school of recognized standing at the time of appointment
- Outstanding academic credentials and exceptional analytical, research, writing, and editing skills
- Proficiency in computer-assisted research, Windows, and Word
- Strong communication skills and attention to detail
- Law journal, moot court, or equivalent significant writing and editing experience strongly preferred

Third-year and rising third-year law students, recent law school graduates, and experienced attorneys are encouraged to apply. Federal court experience and/or expertise in federal appellate, civil, and criminal law are not required, nor are ties to the southeast.



HOW TO APPLY:

Applicants may apply through the Online System for Clerkship Application and Review (OSCAR) or mail a resume, cover letter, 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 U.S. Court of Appeals, Staff Attorney's Office, 56 Forsyth Street, N.W., Atlanta, Georgia 30303-2289.

Applicants must include their most recent law school class rank and/or percentile available or include a brief explanation as to why this information is unavailable.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or must be eligible to work for the federal government.

Selected candidates will be subject to a background check and favorable suitability determination 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.