



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



Position: Manager (Legal Recruitment, Staffing, and Analysis)

Location: Atlanta, Georgia

Appointment: Career/Full Time

Opening and Closing Dates: April 25, 2024 to open until filled (Preference given to applications received by May 24, 2024.)

Area of Consideration: Nationwide

Annual Starting Salary Range (CL 28): \$73,498—\$119,496

Maximum Salary Potential (CL 29): \$142,076

Starting salary is dependent upon qualifications, experience, and court funds. The individual selected for the position may be eligible for promotion to CL 29 without further competition.

ABOUT THE STAFF ATTORNEY'S OFFICE

The Eleventh Circuit's Staff Attorney's Office serves the court as a central legal staff, assisting it in the disposition of federal appeals through the preparation of legal memoranda. The Staff Attorney's Office is made up of attorneys, including career supervisory staff attorneys and staff attorneys who serve staggered two-year terms, as well as administrative professionals who perform administrative, operational, and supervisory functions. 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 special appellate matters unit handles special projects from the court and tracks legal issues as they develop in the U.S. Supreme Court and the Eleventh Circuit.

POSITION OVERVIEW

The Manager (Legal Recruitment, Staffing, and Analysis) is located in the Staff Attorney's Office (SAO) and reports to the Senior Staff Attorney. The incumbent assists the Senior Staff Attorney in developing and implementing the strategies and initiatives that drive the SAO's legal recruitment, hiring, and staffing efforts. The Manager proactively engages in all phases of the recruiting, interviewing, and hiring process and collects, analyzes, and reports on recruiting and hiring data to support proactive and flexible approaches to maintaining a large complement of legal professionals who serve the office on staggered terms. The incumbent develops, fosters, and maintains relationships with law school career services, SAO Alumni, and other members of the legal community to increase SAO visibility and creatively source candidates for targeted outreach. The Manager further engages in legal research, analysis, and preparation of reports, office procedures and policies, and memoranda.

REQUIRED QUALIFICATIONS

At minimum, two years of specialized experience are required for appointment at CL 28. Specialized experience includes progressively responsible legal recruitment, staffing, and analysis experience which demonstrates the particular knowledge, skills, and abilities to successfully perform the duties of this position. Alternatively, an applicant may qualify upon completion of a master's degree or two years of graduate study at an accredited college or university in law or other field allowing for demonstrated knowledge of the principles, methods, and processes used to conduct objective assessments, including research and/or data collection, analysis and interpretation, and development of recommendations.

PREFERRED QUALIFICATIONS

A Juris Doctor from a law school of recognized standing is preferred, and term staff attorney experience with the United States Court of Appeals for the Eleventh Circuit is strongly preferred.

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
- Federal Employees' Retirement System (FERS)
- Immediate matching Thrift Savings Plan (TSP)
- Qualifying employment for Public Service Loan Forgiveness Program
- Federal Employees Health Benefits Program (FEHB)
- Federal Employees Dental and Vision Insurance (FEDVIP)
- Federal Employees' Group Life Insurance (FEGLI)
- Flexible spending accounts for healthcare, dependent care, and commuter expenses
- Federal Occupational Health Services Program (FOH)
- Employee Assistance Program (EAP) and Work/Life Services Program
- On-site physical fitness facility
- Potential for some regular and recurring telework

For more detailed information about federal court benefits, please go to: [Benefits | United States Courts \(uscourts.gov\)](https://www.uscourts.gov/benefits)

HOW TO APPLY:

Qualified individuals **must** submit **all** of the following to be considered:

- Cover letter detailing how their experience relates to the position requirements
- Detailed resume
- List of at least three professional references
- Completed AO 78—([Application for Judicial Branch Federal Employment | United States Courts \(uscourts.gov\)](https://www.uscourts.gov/application-for-judicial-branch-federal-employment))
- Self-edited writing sample demonstrating analytical ability

Complete application packets can be emailed to: sao_hiring@CA11.uscourts.gov but **must** be submitted as a single pdf document and reference "Manager (Legal Recruitment, Staffing, and Analysis)" in the subject line.

Complete application packets can also be mailed to:
Sara Gilibert, Manager for Recruiting, Eleventh Circuit U.S. Court of Appeals, Staff Attorney's Office, 56 Forsyth Street, N.W., Atlanta Georgia 30303-2289.

Conditions of Employment

Applicants must be U.S. citizens or eligible to work for the federal government. The selected candidate will be subject to a background check and subsequent favorable suitability determination as a condition of employment. Federal court employees are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court. Employees are required to adhere to the *Code of Conduct for Judicial Employees*. It is a policy of the Eleventh Circuit that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. Employees are required to use the Electronic Fund Transfer (direct deposit) for payment of net pay.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS.

