

**UNITED STATES COURTS  
FIFTH JUDICIAL CIRCUIT  
POSITION RECRUITMENT ANNOUNCEMENT**

Position Title:	<b>SUPERVISING STAFF ATTORNEY</b>
Duty Station:	New Orleans, Louisiana
Salary Range:	CL - 31, \$121,280 - \$157,663 (depending upon experience)
Opening Date:	November 28, 2018
Closing Date:	December 21, 2018

The Staff Attorneys' Office for the Fifth Circuit is accepting applications for the position of Supervising Staff Attorney. To apply, please submit a letter of application, resume, law school transcript and a writing sample in confidence to:

Susan E. Buckel,  
Staff Attorneys' Office  
U.S. Courts, Fifth Judicial Circuit  
600 South Maestri Place  
New Orleans, LA 70130

**Position Overview**

The Supervising Staff Attorney position reports directly to the Senior Staff Attorney. The position requires an attorney who has demonstrated the ability to lead, motivate, supervise, direct subordinate attorneys and manage resources. Applicants must have superior writing and research skills as well as management experience or proven ability.

**Representative Duties**

Assists the Senior Staff Attorney and works with the Administrative Staff in the administrative, supervisory, planning, budgetary, and case management activities of the Staff Attorneys' Office. General duties and responsibilities include, but are not limited to:

Recruiting, selecting, and training staff attorneys

Reviewing staff attorneys' written work

Setting and enforcing performance standards for staff attorneys

Evaluating staff attorneys' professional performance and recommending personnel actions

Supervising various administrative activities, such as procurement, budgeting, personnel, case management, etc.

Developing and implementing internal operating procedures

Providing staff attorneys with technical assistance on legal issues and developing and maintaining internal research aids

Acting in Senior Staff Attorney's stead in his absence

Writing and revising reference materials and conducting in-house educational seminars

Other duties as assigned

### **Qualifications**

Applicants should possess good supervisory abilities; leadership, motivation, and management skills; attention to detail; proofreading skills; superior legal analytical, research, and communication skills; computer-aided legal research; word processing; and responsiveness to senior management. Prior Court experience preferred.

- Undergraduate degree from a college or university of recognized standing
- Graduate degree in law
- Strong analytical and statistical skills
- Polished written and oral communication skills; strong interpersonal skills
- Creativity and initiative
- Commitment to the betterment of judicial administration in times of fiscal restraint

### **Conditions of Employment**

U.S. citizenship required, or must meet requirements under current law. Positions with the U.S. Courts are excepted service appointments, or “*at will*.” The initial appointment is provisional and contingent upon satisfactory completion of a background investigation. Direct deposit of pay required.

**Benefits**

Although not civil service employees, federal court employees share in most of the federal fringe benefit programs, including paid leave, holidays, health insurance, life insurance, federal retirement, long-term care insurance, vision and dental insurance, and the Thrift Savings Plan (similar to a 401K plan).

**Fifth Circuit Profile**

The Fifth Circuit is composed of the States of Texas, Louisiana, and Mississippi and represents the second largest circuit (both in case filings and authorized personnel) in the federal court system.

Applicants are encouraged to apply as soon as possible. The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, fill the position(s) sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.

*The Fifth Circuit is an Equal Opportunity Employer.  
Funding is not available to support interviewee travel.*