

## Position Recruitment Announcement

Position Title: Chief Deputy Staff Attorney (Type II)  
Duty Station: New Orleans, Louisiana  
Opening Date: September 22, 2025  
Closing Date: October 13, 2025  
Starting Salary/Range: JSP 16 (\$146,758 - \$190,786)



## U.S. Court of Appeals for the Fifth Circuit

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.

The Staff Attorneys' Office (SAO) for the Fifth Circuit is accepting applications for the position of Chief Deputy staff attorney.

**Position Overview:** The Chief Deputy staff attorney 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 leadership skills as well as management experience or proven ability.

**Representative Duties:** The representative duties are intended to provide generalized examples. These representatives duties are not intended to include any tasks or duties unique to a particular work location or position, nor are they intended to reflect all duties performed by the position covered by this benchmark.

- a. Work with the Senior Staff Attorney, as a coordinated management team, to oversee all aspects of the SAO, including personnel, work performance, and budget management tasks.
- b. Act as an advisor to the Senior Staff Attorney to identify and recommend proposed areas of change to enhance the overall capability and productivity of the office.

- c. Perform all duties and responsibilities necessary to supervise the supervisory attorneys, including training, ongoing oversight and assistance with problem solving related to work performance and personnel issues.
- d. Work closely with supervisory attorneys to ensure equity in the administration of the performance standards and evaluation procedures outlined in the SAO handbook.
- e. Provide leadership, training, and oversight to develop and maintain up-to-date training guidelines and aids for both supervisory attorneys and writing attorneys.
- f. During the temporary absence of the Senior Staff Attorney, the Chief Deputy staff attorney shall be capable of day-to-day management of the SAO.
- g. Ensures the accuracy of information disseminated by the office and assists the Senior Staff Attorney as the representative of the court as required.

Other duties as assigned.

## **Qualifications**

### **Legal**

- Knowledge of laws, legal codes, court rules and procedures, precedent, and government regulations.
- Knowledge of nationwide and regional litigation styles and practices.

### **Judgement and Ethics**

- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements.

### **Written and Oral Communication/Interaction**

- Skill in communicating effectively, both orally and in writing.
- Skill in establishing cooperative working relationships with SAO staff, court personnel and the judiciary.



## **John Minor Wisdom Courthouse**

The John Minor Wisdom Courthouse occupies an entire city block adjacent to Lafayette Square. The Italian Renaissance building – which is noted for the impressive detail and ornament in its lobby and three courtrooms – is listed in the National Register for Historic Places. Since the 1970s, the building has been solely occupied by the Fifth Circuit Court of Appeals.

## Human Resources and Work Performance

- Skill in assigning, prioritizing, monitoring and reviewing work assignments within the SAO.
- Skill in mentoring and training employees: ability to develop online guides for writing attorneys intended to promote consistency in work product produced by the SAO.
- Knowledge of the Guide to Judiciary Policy and human resources practices and procedures.
- Skill in identifying and resolving problem issues in a timely and effective manner.

## Court Operations

- Knowledge of the local court policies and procedures regarding area of expertise and responsibility.
- Knowledge of court culture and organizational dynamics.

## Information Technology and Automation

- Knowledge of and skill in using current information technology applications and capabilities available to the SAO.

## Leadership and Management

- The ability to lead, mentor, and motivate SAO personnel to consistently achieve high quality results in a manner in support of the court.
- A general knowledge of management practices and administrative processes.

## Applicants must possess:

- Undergraduate degree from a college or university of recognized standing.
- To qualify for a position of Chief Deputy Staff Attorney (Type II), a person must be a graduate of an accredited law school and must be a member of the bar of a state, a territory of the United States, or the District of Columbia. In addition, a person must have three years of general experience and three years of progressively responsible, specialized experience.

## Other:

- 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 these actions may occur without prior written notice. Due to the anticipated high volume of applications, only those individuals selected for an interview will receive notice. Funding is not available for interviewee travel.



## Staff Attorneys' Office

The Staff Attorneys' Office (SAO) functions as part of the court's case management system, primarily by assisting the court in screening appeals and deciding motions.

The Senior Staff Attorney, among other things, establishes policies and procedures of the office and assigns certain appeals and motions to individual staff attorneys.

## 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 (FGLI)
- 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

The United States Circuit Court falls within the Judicial Branch of the U.S. Government. Policy for the Judicial Branch is determined by the Judicial Conference of the United States. An overview of Federal Judiciary benefits is accessible at:

<https://www.uscourts.gov/careers/benefits>.

## HOW TO APPLY:

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

- A cover letter detailing how their experience relates to the position requirements
- A detailed resume, including law school class rank and/or percentile or brief explanation as to why this information is unavailable
- Law school transcript
- List of at least three professional references

Complete application packets must be submitted via email as a single pdf document with reference "Chief Deputy Staff Attorney" in the subject line to:

Jenifer A. Rebouche

HR Specialist

Staff Attorneys' Office

[jenifer\\_rebouche@ca5.uscourts.gov](mailto:jenifer_rebouche@ca5.uscourts.gov)

**Visit Our Website:**

[www.ca5.uscourts.gov](http://www.ca5.uscourts.gov)

## 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. Employees are required to use the Electronic Fund Transfer (direct deposit) for payment of net pay.

**THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS.**