

## **DEPUTY CLERK OF THE COURT FOR OPINIONS**

**Position Title:** Deputy Clerk of the Court for Opinions  
(GS-13/14/15)

**Salary Range:** \$72,108 - \$130,305 (includes locality  
pay)

**Position Location:** U.S. Court of Appeals for the Armed Forces  
Washington, D.C.

**Closing Date:** October 15, 2004

### **POSITION SUMMARY/RESPONSIBILITIES:**

Performs comprehensive review and editing of drafts of the Court's opinions prior to circulation of those opinions for final vote. Coordinates release and publication of opinions. Reviews and signs orders of the Court on behalf of the Clerk of the Court. Reviews petitions for extraordinary relief and submits memoranda to the Judges.

### **QUALIFICATIONS:**

The U.S. Court of Appeals for the Armed Forces exercises world-wide appellate jurisdiction over appeals from courts-martial from all of the armed services involving a variety of legal issues including constitutional law, criminal law, military law, evidence, administrative law, and national security law. Because the Deputy Clerk must be able to advise the Judges and the Clerk on difficult and varied issues, the Court is highly selective in hiring. The Court is looking for an individual who has the ability to perform a comprehensive legal review of all of the Court's opinions, as well as any separate Judges' opinions prior to circulation of those opinions for final vote by the Judges.

At a minimum, applicants must have graduated from an accredited law school and possess a Juris Doctor degree, be a member in good standing of the bar of a state or the District of Columbia, and have at least three years experience, preferably in criminal litigation. Law review experience is also highly desirable.

The position is a full-time career position; it is also an excepted service position. Grade and salary will be determined based on experience and qualifications.

**REQUIREMENTS:**

Due to the nature of cases that are before the Court, the incumbent is subject to strict confidentiality requirements. In addition, employment is contingent upon the satisfactory completion of a background records check.

Applicants must be United States citizens or eligible to work for the United States government. The selected applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.

The United States Court of Appeals for the Armed Forces is an Equal Opportunity employer, and does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Applicants must send a resume, law school transcript, two letters of recommendation and a writing sample not exceeding ten pages to:

**Ms. Gail Bissi  
Administrative Specialist  
U.S. Court of Appeals for the Armed Forces  
450 E Street, N.W.  
Washington, DC 20442-0001**