



United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street
Chicago, Illinois 60604

2025-6
1/23/2025

POSITION VACANCY

Position: SENIOR STAFF ATTORNEY

Salary Range: JSP 17 – \$220,562 - \$247,400 per annum in Chicago

Closing Date: February 13, 2025; applications received by February 6, 2025, will receive first consideration.

Position Overview:

The Office of Staff Law Clerks, located in the Everett McKinley Dirksen U.S. Courthouse in Chicago, Illinois, works for all the judges of the court and recommends dispositions on a broad spectrum of cases and procedural matters, ranging from those involving pro se litigants to orally argued cases.

The Senior Staff Attorney, working under the direction of the Chief Judge of the Seventh Circuit, oversees the Office of Staff Law Clerks, which consists of nearly 30 attorneys, including permanent supervisors and term-limited staff law clerks.

Duties:

- Oversees the recruitment, hiring, training, and selection of managing supervisors and staff law clerks, and oversees the day-to-day operations of the office by providing leadership to staff through coaching, mentoring, and feedback.
- Manages the office operations, budget, and resource allocations. Updates manuals and maintains office statistics.
- Reviews briefs, assigns work, and edits the work of staff law clerks. Drafts memoranda, opinions and orders in a wide range of civil and criminal matters.
- Responds to questions from judges, law clerks, judicial assistants, clerk's office personnel and other court employees.
- Schedules case-related events for staff and judges.
- Attends conferences with professional colleagues.
- Performs other duties as assigned.

Qualification Requirements:

Applicants must (1) have a Juris Doctor degree from an ABA-approved law school, with standing in at least the top third of the applicant's class; (2) be admitted to practice before the highest court of a state, territory, or jurisdiction of the United States; (3) have extensive knowledge of and experience of the subject matter of federal appellate work; and (4) possess at least seven years of experience in the practice of law.

Applicants must also possess superior analytical, communication (both written and oral), and supervisory skills in a law-firm or legal-organization setting. Experience with legal education, office management, and automated systems is also necessary.

Preferred Qualifications:

Preferred qualifications include (1) prior experience working in the federal judiciary; (2) at least three years of experience in a management or supervisory role in a court or legal setting; (3) familiarity with the *Guide to Judiciary Policy*; and (4) prior experience clerking in an appellate court.

Benefits:

Benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), Benefits also include optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FGLI), Flexible Benefits Program, and Dental and Vision Insurance. Limited telework options are available. Information can be found on the court's website under Human Resources at: www.ca7.uscourts.gov.

Application:

Applicants must apply through the court's online applicant tracking system and provide a cover letter, resume, one writing sample, and three references by 11:59 p.m. CST on February 13, 2025. Applicants who apply by February 6, 2025, will receive first consideration. Visit our applicant tracking system at:

<https://www.governmentjobs.com/careers/uscourtsilnd/7thcircuitcoaint>

Only those interviewed will be notified of the selection outcome. The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. Travel expenses for interviews cannot be reimbursed.

Please note that this position is not covered by the Fair Chance Act and requires that applicants provide criminal history information prior to receiving any conditional offer of employment. All offers of employment are provisional pending a successful completion of a background investigation and subsequent favorable suitability determination by the Court based on the

results of an FBI background investigation. Selectees to high-sensitive positions such as this must successfully complete a ten-year background investigation and every five years thereafter will be subject to a re-investigation. The U.S. Courts require employees to adhere to the Code of Conduct for Judicial Employees which is available to applicants for review upon request. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER