



CAREER OPPORTUNITY

with the

United States District Court Northern District of Georgia



Attorney Advisor, U.S. District Court

Vacancy Announcement # 24-19
CL 30 (Steps 1-25)
Salary: \$103,298 - \$129,134

Opening Date: **July 8, 2024**
Closing Date: **Open until filled.**

OVERVIEW:

The United States District Court for the Northern District of Georgia seeks an intellectually curious high achiever to serve as an attorney advisor for the clerk's office. This position offers an excellent opportunity to work directly with the district court executive / clerk of court in a high-profile federal court in the dynamic and growing city of Atlanta, Georgia. The attorney advisor serves as the primary legal support to the clerk of court, provides legal advice regarding clerk's office and court operations, and ensures compliance with statutes, rules, policies, and procedures. The position also is responsible for conducting internal audits of clerk's office operations. The anticipated start date is as soon as possible.

REPRESENTATIVE DUTIES:

- Conduct legal research and provide advice on matters of policy and procedure applicable to clerk's office operations, court activities, and assigned projects.
- Conduct internal audits of clerk's office operations to ensure compliance with applicable statutes, rules, policies, and procedures.
- Monitor, analyze, and interpret changes to statutes, regulations, and judiciary policy that impact clerk's office and/or court operations.
- Recommend, draft, review, update, and edit rules, policies, procedures, forms, templates, and other documents pertaining to court and clerk's office operations as directed and as necessary to ensure compliance with applicable authority.
- Prepare responses to surveys and requests for information or assistance from the Administrative Office of the U.S. Courts, attorneys, other clerks' offices, members of the public, and others regarding statutes, rules, policies, procedures, and forms.
- Regularly receive and review reports and other information from clerk's office staff to ensure compliance with applicable authority.
- Serve as the primary Employment Dispute Resolution (EDR) Coordinator for the court.
- Oversee attorney disciplinary actions.
- Coordinate semi-annual conflict screening reporting.
- Develop and present training programs.
- Draft responses to inquiries from attorneys and the public regarding procedures, to information requests for non-legal advice about the court's processes, or to inquiries from attorneys on procedural matters relating to the filing of pleadings, including pleadings of unusual nature or form.
- Perform other duties as assigned by the clerk of court.

QUALIFICATION REQUIREMENTS:

Education: A Juris Doctor (JD) degree from an accredited law school and admission to a bar.

Experience: Four years of progressively responsible specialized experience in the practice of law, legal research, legal administration, or equivalent experience gained *after* graduation from law school.

Skills and Abilities:

- Ability to analyze complex legal questions and provide proposed solutions.
- Strong written and oral communication skills including the ability to convey complex information in a simple and concise way.
- Excellent legal research and writing skills.
- Ability to understand and accurately carry out detailed, complex, and evolving instructions while managing tight deadlines and conflicting priorities.
- Attention to detail and strong proofreading skills.
- Ability to work quickly and accurately and to prioritize among competing demands.
- Excellent interpersonal skills including tactfulness and an ability to de-escalate conflict.
- Sound ethics and judgment.
- Ability to self-motivate and take initiative.
- Skill in the use of computer assisted legal research systems.
- Excellent organizational skills.
- Problem solving.
- Proficiency in Microsoft Word.

Preferred Qualifications: Graduation in the top third of law school class; participation in moot court, mock trial, law review, or similar activity demonstrating law school achievement; experience with employment law; knowledge of court operations; and experience in the federal judiciary.

NOTICE TO APPLICANTS: Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the court. All employees are required to adhere to a Code of Ethics and Conduct, copies of which are available upon request. As a condition of employment, the selected candidate must successfully complete a background check with law enforcement agencies and a check of financial and credit records. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be United States citizens or eligible to work in the United States.

HOW TO APPLY

To apply for this position, qualified applicants should submit:

- 1) Federal Judicial Branch Application for Employment [Link to Form AO 78](#)
- 2) Cover letter addressing qualifications and relevant experience
- 3) Chronological resume including education, employment, and salary history
- 4) Legal writing sample no more than ten pages long and not heavily edited by others

Submit your completed package as a single PDF electronically to: HR_GAND@gand.uscourts.gov

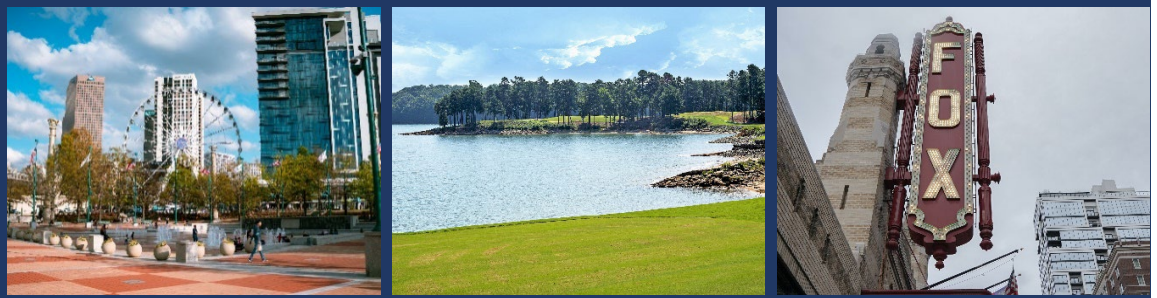
or via mail to:

**United States District Court
Attn: Human Resources
Manager, Vacancy #24-19
75 Ted Turner Drive, SW
Room 2013
Atlanta, GA 30303-3338**

All applicants will be screened, and only the best qualified candidates will be invited for an interview.

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Due to the sensitivity of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing Form AO-78 must complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.

ABOUT ATLANTA: Rich in arts and culture, "The City in the Forest" is a leader in film and TV production and home to several professional sports teams including the Atlanta Braves, Atlanta Falcons, Atlanta Hawks, Atlanta United, and Atlanta Dream. We enjoy mild winters and a climate that allows for almost year-round enjoyment of numerous parks, hiking trails, and other outdoor recreational areas.



THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.