

UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS
625 Indiana Avenue, N.W., Suite 900
Washington, D.C. 20004

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 24-05
Issuing Date: 05/09/24
Closing Date: 06/09/24

Position: Legal Editor
Court Schedule: CS 13 (equivalent to GS 13) salary range, including the 2024 Washington-Baltimore locality pay, is \$117,962 to 153,354.

Note: Applicants applying for a 5- or 10-point preference must submit proof of eligibility, along with their signed application, for the preference to be considered.

Conditions of Employment: A background security investigation is required for all new hires. Appointment will be subject to the applicant's successful completion of fingerprinting and a background security investigation with favorable adjudication. Failure to meet these requirements will be grounds for termination.

This appointment is made without regard to Title 5 governing appointments in the competitive service. All appointments are excepted service.

Area of Consideration: Area wide - The court does not pay relocation expenses.

Key Requirements:

- **You must be a U.S. Citizen.**
- **You must submit application and resume by 11:59 p.m. EST on the closing date.**
- **You must provide all required documents by the closing date.**
- **You must receive your pay via direct deposit.**

Scope of Work: The editor's thorough and timely completion of work directly contributes to the Court's efficiency and productivity. The Judges and judicial law clerks rely on the editor—the Court's expert on writing and style—for professional and thorough review. The editor must take initiative and exercise good judgment and perseverance.

Organizational Relationships: The editor is part of the Court's Public Office and reports directly to the Public Office's Chief Deputy Clerk of Operations. The editor works as a part of a team of editors who edit the decisions of the Court's nine active Judges and three retired Judges who work in recall status. The editor also cooperates with colleagues in the Public Office who issue the Court's final decisions; the editor works with the Clerk of the Court in editing letters and materials issued by the Clerk's Office; and the editor works with the Court librarian to acquire research materials.

Duties and Responsibilities:

Editing: Review the Court's decisions (the Court's orders, memorandum decisions, and precedential panel decisions, including decisions published electronically on Lexis and Westlaw and those published in the hardbound volumes of West's *Veterans Appeals Reporter*) to promote clarity, economy, logical progression of ideas, and general intelligibility. This review includes (1) continually striving to help the Court convey its legal analysis in plain English; (2) ensuring correct grammar, spelling, and punctuation; (3) reviewing organization and consistency, and identifying any potential redundancy; (4) diplomatically and respectfully suggesting revisions; (5) removing barriers to clear expression without interfering with the author's tone and intent, while keeping in mind that many pro se appellants read the Court's decisions; (6) ensuring layout comports with the Court's templates and rules for orders, memorandum decisions, and precedential panel decisions; (7) ensuring style (e.g., capitalization, hyphenation) is consistent with the Court's Style Manual, the *United States Government Publishing Office Style Manual*, and *The Chicago Manual of Style*; and (8) reviewing the Court's decisions for consistency with the Court's Style Manual and *The Bluebook*.

Other Editing Duties: Respond promptly to authors' questions about citation, usage, and grammar; brief new law clerks on the Court's Style Manual and writing style; edit transcripts, review and prepare galley proofs of Court's Judicial Conference and other Court events for publication in West's *Veterans Appeals Reporter*; edit congressional testimony; help draft and edit Court rules revisions, website and intranet materials, letters from the Court and the Clerk of Court, speeches by Judges and Court personnel, and articles for submission to veteran-related publications and websites; and proofread final documents.

Qualification Requirements: To qualify for the position of Legal Editor, an applicant must possess the following qualifications: A law degree (**preferred**) or significant experience reading and editing caselaw, statutes, and regulations;

knowledge of the standards of literate communication, and therefore, a degree in English literature, liberal arts, or journalism; a history of reading broadly; the ability to discern the issues discussed by lawyer-authors; the ability to locate caselaw, statutes, and regulations in electronic databases or in hardbound volumes; familiarity with *The Bluebook* as a standard of legal citation; familiarity with the *United States Government Publishing Office Style Manual* and *The Chicago Manual of Style*; excellent writing skills; writing experience; facility with grammar and usage; a bility to recognize and distinguish between legalese and plain English and between vague language and concrete language; facility with and knowledge of standard American usage; strong attention to detail; a bility to meet deadlines in a high-volume Court; a bility to communicate tactfully with authors (Judges, judicial law clerks, and managers); a bility to understand the role of editor vis-à-vis a author; and, in editing, a bility to perceive and leave undisturbed the author's intent; awareness of various dictionaries (general, legal, medical) and usage guides; experience working with Word and Microsoft Office Suite; familiarity with desktop publishing and principles of designing documents; and knowledge of the special vocabulary used to describe veterans' medical conditions.

Note: One year of the specialized experience must have been at, or equivalent to, the next lower grade in the federal service.

Telework: Yes—as determined by agency policy.

The selectee will be subject to a 1-year probationary period.

Instructions for Applying:

You may apply by submitting the following required documents:

- A resume from the USA Jobs Resume builder, or other written application containing all information requested in the USA Jobs Resume builder.
- OF-306 (Declaration for Federal Employment). A copy of the OF-306 is available at www.uscourts.cavc.gov under [Employment](#).
- If applicable, veterans' preference documentation (DD-214 stating disposition of discharge or character of service, VA letter, SF-15, etc.).
- Notification of Personnel Action (SF-50). All applicants outside of USCAVC must submit a copy of your latest SF-50 to verify status as a current or former federal employee.
- A writing sample consisting of a single two-page sample, or two samples each consisting of a single page.

Please submit your application packet to:

employment@uscourts.cavc.gov

Please include the vacancy announcement number in the subject line. To be considered, you must submit a complete application packet by 11:59 p.m. EST on the date the announcement closes.

The United States Court of Appeals for Veterans Claims is an equal opportunity employer. Applicants will receive consideration without regard to race, color, age, sex (including pregnancy), gender identity, sexual orientation, religion, marital status, national origin, disability, or political affiliation.