

# Job Categories

LAW DEGREE REQUIRED OR PREFERRED



UNITED STATES COURTS



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# Introduction

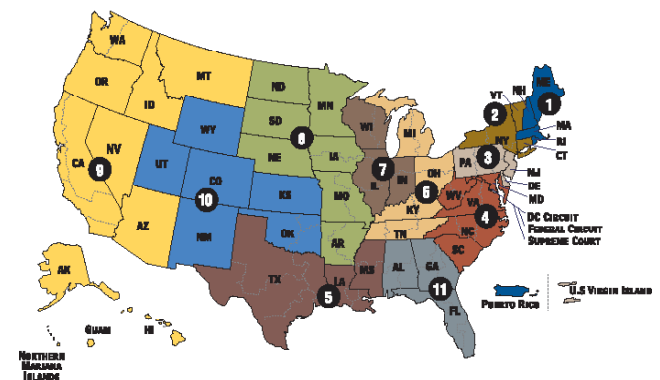
The federal judiciary provides many diverse and rewarding careers for new and experienced attorneys with opportunities available nationwide. These opportunities include working directly in chambers and in the courtroom, providing judicial administration within the courts, working in law enforcement serving the community, providing representation to those individuals who are unable to bear the cost of representation, and supporting national judiciary programs and the judiciary’s policy making process. These opportunities support our mission:

*The United States Courts are an independent national judiciary providing fair and impartial justice within the jurisdictions conferred by the Constitution and Congress. As an equal branch of government, the federal judiciary preserves and enhances its core values as the courts meet changing national and local needs.*

The federal court system is organized by 13 circuits with 94 districts and bankruptcy courts, national courts, probation and pretrial services offices, federal public defender organizations, and the Administrative Office of the United States Courts.



*Our Judiciary employees work in every state and U.S. territory.*



This guide provides you with the opportunity to learn about the types of jobs that are available in chambers, the federal courts, federal public defender offices, probation and pretrial services offices, and the Administrative Office of the United States Courts. In exploring this guide, you can also learn about the breakdown of opportunities within the federal judiciary by circuit, national courts, and Administrative Office of the United States Courts. With the judiciary's decentralized environment, many of the jobs are posted on the [UScourts.gov/Careers](https://uscourts.gov/Careers) web page, the Online System for Clerkship Application and Review (OSCAR), the United States Courts LinkedIn site, and the individual court websites. To explore the individual court websites, visit the [UScourts.gov](https://uscourts.gov) website.



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# Chambers

5,130 Total Chambers Positions



## Breakdown of Total Chambers Positions Judiciary Wide

Chambers	Circuit															
	Total	01	02	03	04	05	06	07	08	09	10	11	DC	CAFC	NC*	AO**
Career Law Clerk	1,570	57	80	122	114	126	157	104	116	309	127	195	8	11	44	0
Temporary Law Clerk	55	0	12	9	4	6	3	3	2	9	2	4	1	0	0	0
Term Law Clerk	3,505	131	444	303	242	357	291	222	175	600	186	326	123	45	60	0

\*NC - National Courts

\*\*AO - Administrative Office of the US Courts

## Career Law Clerk

Career law clerks are appointed for four or more years. Responsibilities include:

- Conduct legal research.
- Review case records and filings and analyze options.
- Draft legal memoranda and propose opinions and orders.
- Discuss legal analysis with judges.
- Provide procedural information to pro se litigants and counsel.

## Temporary Law Clerk

Occasionally, emergency situations require a judge to obtain additional law clerk assistance for a limited period and with a specific termination date. Temporary appointments are limited to a total of four years. Responsibilities include:

- Conduct legal research.
- Review case records and filings and analyze options.
- Draft legal memoranda and propose opinions and orders.
- Discuss legal analysis with judges.
- Provide procedural information to pro se litigants and counsel.

## Term Law Clerk

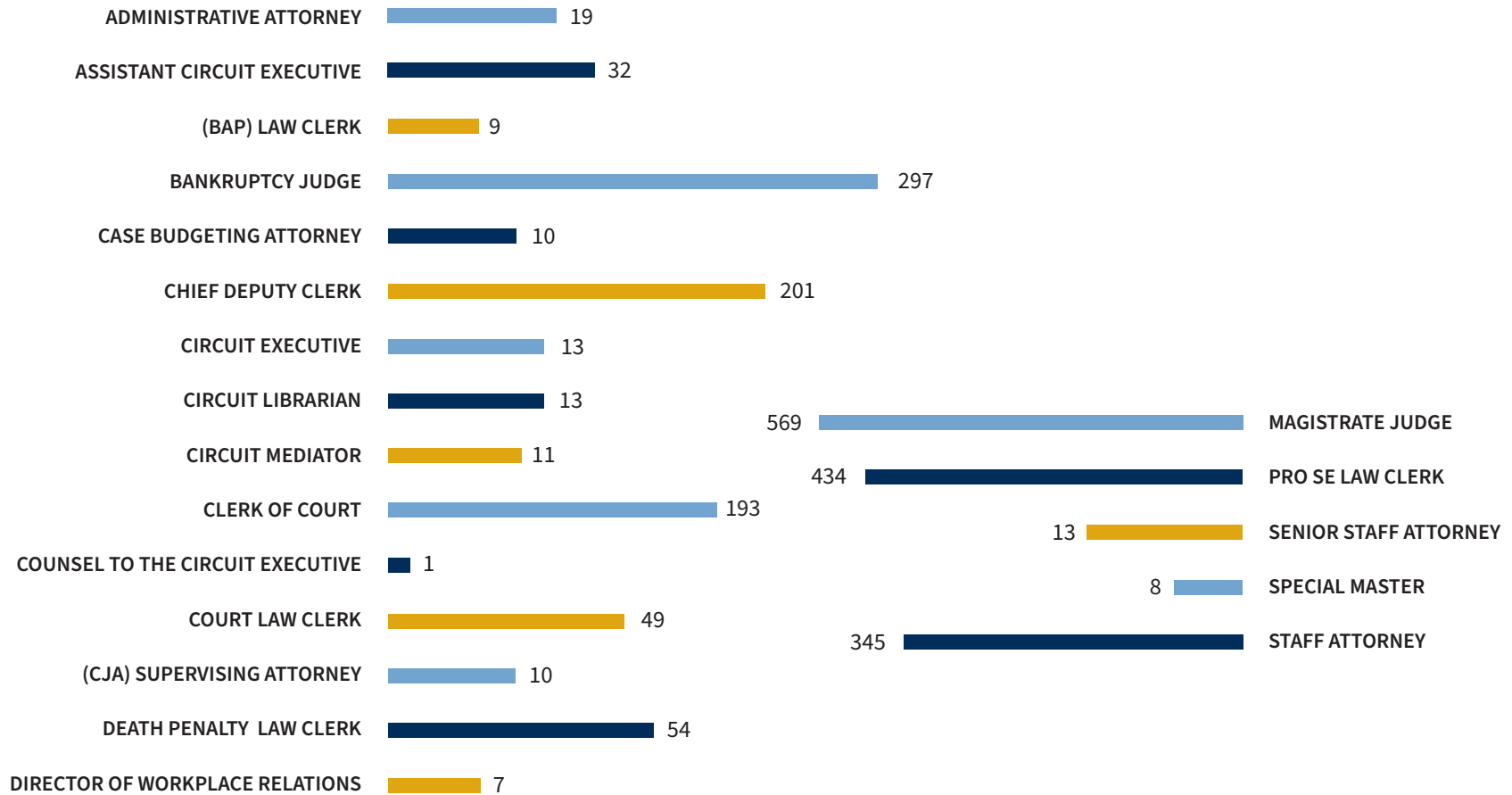
Term federal judicial law clerks serve on an appointment limited to a total of four years, but are generally one to two years in duration. Responsibilities include:

- Conduct legal research.
- Review case records and filings and analyze options.
- Draft legal memoranda and propose opinions and orders.
- Discuss legal analysis with judges.
- Provide procedural information to pro se litigants and counsel.



# Courts

2,288 Total Courts Positions



## Breakdown of Total Courts Positions Judiciary Wide

Courts	Circuit																
	Job Title	Total	01	02	03	04	05	06	07	08	09	10	11	DC	CAFC	NC*	AO**
Administrative Attorney	19	9	1	0	0	1	2	3	0	2	1	0	0	0	0	0	0
Assistant Circuit Executive	32	2	1	3	6	2	2	3	3	3	1	3	3	0	0	0	0
(BAP) Law Clerk	9	1	0	0	0	0	1	0	0	6	1	0	0	0	0	0	0
Bankruptcy Judge	297	11	23	25	24	25	35	22	20	55	17	39	1	0	0	0	0
Case Budgeting Attorney	10	1	1	1	1	1	1	1	0	2	1	0	0	0	0	0	0
Chief Deputy Clerk	201	12	14	13	19	17	19	12	18	31	16	21	3	2	4	0	0
Circuit Executive	13	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0

\*NC - National Courts

\*\*AO - Administrative Office of the US Courts

## Breakdown of Total Courts Positions Judiciary Wide

Courts	Circuit																
	Job Title	Total	01	02	03	04	05	06	07	08	09	10	11	DC	CAFC	NC*	AO**
Circuit Librarian	13	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0
Circuit Mediator	11	1	1	1	1	1	1	1	1	0	1	1	1	1	0	0	0
Clerk of Court	193	11	12	12	19	18	19	16	18	27	16	19	2	0	4	0	
Counsel to the Circuit Executive	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	
Court Law Clerk	49	0	4	5	2	11	1	2	0	15	2	7	0	0	0	0	
(CJA) Supervising Attorney	10	0	0	1	1	1	0	0	0	7	0	0	0	0	0	0	
Death Penalty Law Clerk	54	0	0	4	1	7	11	1	3	15	2	10	0	0	0	0	

\*NC - National Courts

\*\*AO - Administrative Office of the US Courts

## Breakdown of Total Courts Positions Judiciary Wide

Courts	Circuit															
	Total	01	02	03	04	05	06	07	08	09	10	11	DC	CAFC	NC*	AO**
Director of Workplace Relations	7	1	0	1	0	1	1	1	0	1	0	0	1	0	0	0
Magistrate Judge	569	18	47	41	45	70	44	38	42	110	44	66	4	0	0	0
Pro Se Law Clerk	434	7	28	30	47	54	35	48	34	75	22	51	3	0	0	0
Senior Staff Attorney	13	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0
Special Master	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0
Staff Attorney	345	15	26	19	28	46	18	20	18	56	15	54	11	2	17	0

\*NC - National Courts

\*\*AO - Administrative Office of the US Courts

## Administrative Attorney

Provides the clerk's office and the court with substantive procedural and legal advice regarding day-to-day legal, administrative, and policy matters. The administrative attorney also provides appropriate guidance to staff in administrative and operational areas of the court, as required. Responsibilities include:

- Conduct legal research on specific legal questions.
- Analyze and interpret federal statutes and regulations, policies and procedures, directives, and court orders that affect the operation of the clerk's office and the court.
- Draft administrative orders for the chief judge.
- Provide staff support for court and Bar committees.
- Prepare reports and develop guidelines by which federal rules are applied in cases filed with the court.
- Respond to requests for assistance, surveys, and requests for information relating to court policies and procedures.

## Assistant Circuit Executive

Oversees a particular area of the circuit such as human resources, space and facilities, information technology, legal affairs, and budget. Responsibilities vary based on area of work.

## Attorney Advisor

Provides high-level legal and operational analysis direction while simultaneously supporting court unit executives and court staff in legal matters. Responsibilities include:

- Provide legal and procedural advice and policy guidance on issues affecting bankruptcy courts to clerks of court, the Administrative Office (AO) Director, assistant directors, and staff of the courts and the Court Services Office (CSO).
- Collaborate with the Judicial Conference of the United States (JCUS) Committees and the AO's Office of General Counsel to provide guidance on how pending legislation, statutes, rules, and JCUS policies could impact operations.
- Prepare briefing materials, presentations, discussion and decision papers, and other materials for review by senior staff.
- Support staff peer advisory and working groups, to include developing meeting and conference call agendas, planning for joint group meetings, and preparing and making oral presentations on issues under consideration by each group.
- Conduct legal and policy research.

## Bankruptcy Appellate Panel (BAP) Law Clerk

Supports the Bankruptcy Appellate Panel (BAP) in various activities. Responsibilities include:

- Draft legal memoranda and proposed decisions.
- Attend oral argument sessions.
- Conduct legal research and written analysis.
- Answer inquiries from the public and parties appearing before the court.

## Bankruptcy Judge

Judicial officers who preside exclusively over bankruptcy proceedings and cases. Appointed to renewable 14-year terms by a majority of the judges of the U.S. Court of Appeals for their circuit. Minimum qualifications for bankruptcy judges include:

- An attorney who is a member in good standing of the bar of the highest court of at least one state, Puerto Rico, or the District of Columbia.
- Possess a reputation for integrity, competence, and the commitment to equal protection under the law.
- Cannot be related by blood or marriage to any judge in the appointing court of appeals or a Judge of the bankruptcy court that the bankruptcy judge would serve.
- At least five years of experience practicing law.

## Case Budgeting Attorney

Facilitates cases that have become extraordinary in terms of potential cost and time. Responsibilities include:

- Develop and review budgets of criminal mega-cases and death penalty cases, including federal direct death prosecutions and capital habeas corpus.
- Ensure the defense counsel will receive the resources necessary to represent the accused effectively.
- Provide the court with sufficient information about the resources needed to enable it to assess and monitor the expenditure of public funds.
- Recommend to judges the review of vouchers and requests for expert services.
- Provide policy and budget information to the courts and to the Administrative Office of the United States Courts.

## Chief Deputy Clerk

Serves as second-in command to the clerk of court. Assists the clerk of court in providing leadership, management, and supervision of the clerk's office and functions of the court. Other responsibilities include:

- Assist the clerk of court and other supervisory personnel in directing staff responsible for assigning cases filed with the court, processing cases, maintaining the court's filing and record system, and providing courtroom services.
- Provide management and day-to-day administration of court functions.
- Assist with the development and oversight of the court budget.
- Engage with project management.

## Circuit Executive

Oversees all assistant circuit executives in the administration and facilitation of a circuit's administrative operations and non-judicial activities. Responsibilities include:

- Develop and implement programs and policies within the circuit.
- Organize and staff various judicial committees such as Space and Facilities, Information Technology, and Finance and Budget.
- Act as Secretary to the Circuit Judicial Council.
- Provide administrative and managerial assistance to the Chief Judge of the circuit and other judges throughout the circuit.
- Coordinate the activities and functions of the other staff offices supporting the court.



## Circuit Librarian

Provides library services to the judges and staff of a particular circuit. Responsibilities include:

- Manage a team of associate circuit librarians.
- Implement office policies, practices, and procedures.
- Manage acquisitions of print and electronic research resources for the library, judges' chambers, and court units.
- Perform legal and non-legal research and reference services for judges, chambers staff, members of the Bar, and the public.
- Enact best practices for library procurement, ensuring appropriate rules and guidance are followed.

## Circuit Mediator

A neutral third party who facilitates confidential case appraisals and settlement discussions among parties and their counsel. Responsibilities include:

- Screen eligible cases for referral to mediation.
- Serve as a mediator to resolve cases through facilitated negotiations.
- Assist counsel in drafting settlement agreements.
- Identify and provide case information to pro bono counsel.
- Educate the bar and public about court mediation programs.

## Clerk of Court

Performs a variety of administrative tasks for judges, attorneys, and for the court. Responsibilities include:

- Conduct and oversee the business of the court, including case management, appeal management, court sessions, management of court calendars and sittings, records maintenance, statistical reporting, special studies, and opinion publication and circulation.
- Establish and enforce operating procedures and standards.
- Develop long-range strategic planning, policy development and implementation, budget oversight, and human resources management.
- Hire and assign court personnel.
- Direct the court's financial service functions, such as purchasing, juror payments, and accounting functions.

## Counsel to the Circuit Executive

Provides high-level legal and operational analysis direction, which support the circuit executive. Responsibilities include:

- Provide legal and procedural advice and policy guidance.
- Prepare briefing materials, presentations, discussion and decision papers, and other materials.
- Support staff peer advisory and working groups, to include developing meeting and conference call agendas, planning for joint group meetings, and the preparation and making oral presentations on issues under consideration by each group.
- Conduct legal and policy research.
- Review case records and filings and analyze options.
- Draft legal memoranda.

## Counsel to the Clerk of Court

Provides high-level legal and operational analysis direction, which support the clerk of court. Responsibilities include:

- Provide legal and procedural advice and policy guidance on issues affecting bankruptcy courts to the clerk of court.
- Prepare briefing materials, presentations, discussion and decision papers, and other materials.
- Support staff peer advisory and working groups, to include developing meeting and conference call agendas, planning for joint group meetings, and the preparation and making oral presentations on issues under consideration by each group.
- Conduct legal and policy research.
- Review case records and filings and analyze options.
- Draft legal memoranda.

## Court Law Clerk

Works closely with a judge, chambers staff, and court personnel. Duties and functions vary depending on the employing judge.

Responsibilities include:

- Conduct legal research.
- Review case records and filings and analyze options.
- Draft orders and opinions.
- Provide procedural information to pro se litigants and counsel.
- Assist the judge during courtroom proceedings.

## Criminal Justice Act (CJA) Supervising Attorney

Oversees and administer the Criminal Justice Act (CJA) panel of attorneys. Works to achieve the objective of high-quality representation by panel attorneys and cost containment/accountability. Reports to the court unit executive. Responsibilities include:

- Organize the panel attorney appointment process.
- Aid and advise to panel attorneys on CJA processes and procedures.
- Coordinate CJA case budgeting in complex matters, as required by the court.
- Collect, analyze, and report costs and other data regarding CJA voucher payments and CJA panel management.
- Verify data, computations, and compliance with CJA guidelines on all CJA vouchers prior to submission for approval.

## Death Penalty Law Clerk

Assists judges in the post-conviction habeas corpus review of state death penalty cases and the review of motions to vacate federal death sentences. Responsibilities include:

- Draft memoranda of law on issues regarding complex capital habeas cases.
- Conduct legal research and keep up to date in legal developments regarding capital habeas cases.
- Review court records and trial transcripts.
- Consult with judges regarding capital habeas issues and cases.
- Assist judges with the filing of death penalty cases and execution dates.

## Director of Workplace Relations

Provides leadership, coordination, and guidance on the development and implementation of policies, training, and outreach related to workplace relations. The primary expert on resolving internal employment disputes and related workplace conduct issues for all court units throughout the circuit. This position reports to the circuit executive. Responsibilities include:

- Serve as the primary staff member supporting the Workplace Conduct Committee.
- Develop and provide training to members of the Employee Sounding Board, the Law Clerk Advisory Group, and Employment Dispute Resolution coordinators.
- Provide sound confidential advice, guidance, and recommendations related to the administration of circuit's confidentiality policy.
- Research, analyze, recommend, and implement workplace relations best practices.

## Librarian

Performs a full range of professional library research for both internal and external customers. Responsibilities include:

- Provide research and reference services to court personnel and other customers.
- Instruct library patrons in library research methods.
- Classify and catalog books, publications, films, and other library materials based on subject matter or standard library classification systems.
- Develop information access aids such as web pages, online tutorials, and annotated bibliographies.
- Provide professional library consultation services to judges and other court units.

## Magistrate Judge

Judicial officers of the U.S. district court appointed by the district judges of the court to handle a variety of judicial proceedings. Magistrate Judges assist article III judges rather than serve as a lower tier court. Responsibilities include:

- Issue warrants for arrest.
- Conduct preliminary proceedings in criminal cases, such as initial appearances and arraignments.
- Hear cases involving petty offenses committed on federal lands.
- Handle pretrial motions and hearings in civil and criminal cases.
- Preside over civil trials if all parties involved consent.

## Pro Se Law Clerk

Appointed and supervised by the chief district judge and serves the court as a whole or for a panel of judges. Screens and processes pro se cases, which are cases in which a party to litigation appears in court without the assistance of counsel. Responsibilities include:

- Provide procedural information to pro se litigants by responding to questions.
- Conduct legal research and report recommendations to judges.
- Draft memoranda, orders, reports, and recommendations.

## Research and Writing Attorney

Provides advanced research and writing services to staff attorneys on trial and appellate cases. Responsibilities include:

- Write briefs, motions, petitions for certiorari, and legal memoranda for review by counsel.
- Examine, analyze, and research records and issues.
- Assist staff attorneys with all aspects of case preparation, training and continuing legal education, and supervision of legal interns as appropriate.

## Senior Staff Attorney

Oversees staff attorneys and complex legal issues in their office. Provides the court with procedural and substantive legal advice regarding the disposition and efficient completion of cases. Their research and recommendations assist the court in resolving legal arguments presented and in deciding cases expeditiously. Responsibilities include:

- Conduct legal research and communicate results to judges orally and in writing.
- Review case records and filings and analyze options.
- Draft legal memoranda, reports, orders, and opinions.
- Propose opinions and orders to judges.
- Discuss legal analysis with judges.
- Provide procedural information to pro se litigants and counsel.

## Special Master

Adjuncts appointed by judges to address a court's need for special expertise in cases. Special masters are typically attorneys or retired judges that hear evidence on behalf of the judge and either make recommendations or decisions regarding cases. Responsibilities include:

- Oversee collection of information and setting time frames for its submission.
- Determine the types of proceedings necessary for presenting relevant evidence.
- Interact with counsel to ensure that the case progresses effectively and efficiently.
- Weigh evidence in rendering a final, enforceable decision.

## Staff Attorney

Provides the court with procedural and substantive legal advice regarding the disposition and efficient completion of cases. Their research and recommendations assist the court in resolving legal arguments presented and in deciding cases expeditiously.

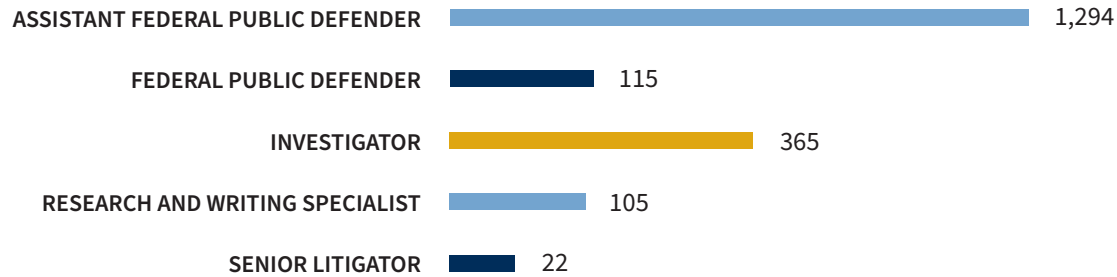
Responsibilities Include:

- Conduct legal research and communicate results to judges orally and in writing.
- Review case records and filings and analyze options.
- Draft legal memoranda, reports, orders, and opinions.
- Propose opinions and orders to judges.
- Discuss legal analysis with judges.
- Provide procedural information to pro se litigants and counsel.



# Federal Public Defender Offices

1,901 Total Federal Public Defender Offices Positions



Breakdown of Total Federal Public Defender Offices Positions Judiciary Wide

FPDO	Circuit															
	Total	01	02	03	04	05	06	07	08	09	10	11	DC	CAFC	NC*	AO**
Assistant Fed. Public Defender	1,294	41	43	67	154	188	68	17	125	332	130	110	19	0	0	0
Federal Public Defender	115	3	8	8	19	12	10	2	14	17	14	6	2	0	0	0
Investigator	365	14	13	19	40	49	13	6	40	85	42	39	5	0	0	0
Research & Writing Specialist	105	13	3	8	4	14	15	1	1	11	13	20	2	0	0	0
Senior Litigator	22	2	1	2	4	3	1	0	3	4	2	0	0	0	0	0

\*NC - National Courts

\*\*AO - Administrative Office of the US Courts

## Assistant Federal Public Defender

Appointed by the court to provide representation for those in federal criminal cases and related matters who cannot afford an attorney. Assistant federal public defenders support the appointed federal public defender during their term. Responsibilities include:

- Meet with and provide legal representation for clients.
- Direct the defense investigation of alleged crimes or offenses.
- Conduct legal research and prepare pretrial motions.
- Review material received from the government as pretrial discovery; engage in plea negotiations.
- Conduct sentencing investigations, prepare sentencing memoranda, and represent clients at sentencing hearings.
- Represent clients at trial, on appeal, and in other courtroom proceedings.

## Federal Public Defender

Appointed by the U.S. Court of Appeals for a term of four years. Represents indigent defendants before the U.S. District Court. Representation includes counsel and investigative, expert, and other services necessary for an adequate defense. Responsibilities include:

- Handle caseloads composed of federal misdemeanors, felonies, and probation violations, grand jury representations, direct appeals to the U.S. Court of Appeals, and petitions for a writ of certiorari to the U.S. Supreme Court.
- Appoint as many attorneys as the U.S. Court of Appeals approves and other personnel as approved by the Director of the Administrative Office of the U.S. Courts.
- Delegate tasks to assistant federal public defenders.

## Investigator

Aids in the collection of evidence for criminal cases. Responsibilities include:

- Review and analyze discovery and other case documentation.
- Locate and conduct interviews of all witnesses including prosecution, defense, and expert witnesses.
- Provide information to experts, coordinates evaluation, clarifies the focus and specifics of the issues to be addressed, and assists the expert as needed.
- Report findings of interviews and investigation to attorneys.
- Locate and retrieve tangible evidence.

## Research and Writing Specialist

Provides advanced research and writing services to staff attorneys on trial and appellate cases. Responsibilities include:

- Write briefs, motions, petitions for certiorari, and legal memoranda for review by the Defender and staff attorneys.
- Examine, analyze, and research records and issues.
- Perform legal research prepare documents.
- Assist staff attorneys with all aspects of case preparation, training and continuing legal education, and supervision of legal interns as appropriate.

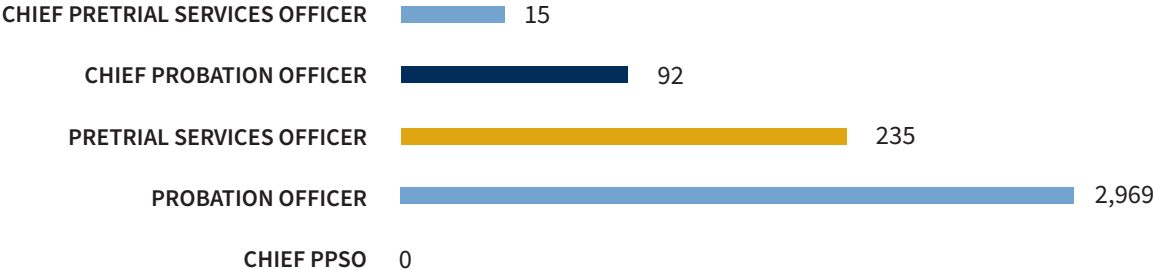
## Senior Litigator

Oversees courtroom dispute resolution for the federal public defender offices. Responsibilities include:

- Conduct legal research.
- Represent clients at trial, on appeal, and in other courtroom proceedings.
- Meet with and provide legal representation for clients.

# Probation and Pretrial Services Offices

3,311 Total Probation and Pretrial Services Offices Positions



## Breakdown of Total Probation and Pretrial Services Offices Positions Judiciary Wide

Note: The Breakdown of Total Probation and Pretrial Services Offices Positions Table is forthcoming in the near future.

## Assistant Deputy Chief Probation/Pretrial Services Officer

Manages first-line supervisors at one or more offices and oversees a full range of district-level operational and administrative duties. Responsibilities include:

- Manage, develop, and mentor supervisory officers and support staff.
- Oversee daily operations of the department and communicating divisional operations to upper management.
- Complete periodic status reports that ensure regulations are adhered to and financial reports are reviewed.
- Assist senior management and unit executives with operating decisions including the allocation of resources, development of policies and strategies, and initiation of new programs.

## Chief Pretrial Services Officer

Administers and manages a U.S. Pretrial Services Office. Responsibilities include:

- Participate in the organization and management of daily operations of the office to ensure expeditious handling of investigative work for the courts and effective supervision of pretrial defendants.
- Make operating decisions, including review of budget allocations, developing policies and strategies, and initiating new programs.
- Develop a strategic planning process to define goals and objectives for the organization.
- Review and analyze reports to identify problems, trends, and other issues and formulate solutions to problems.
- Assign duties, as needed, to the deputy chief pretrial services officer.

## Chief Probation Officer

Administers and manages a U.S. Probation Office. Responsibilities include:

- Participate in the organization and management of daily operations of the office to ensure expeditious handling of investigative work for the courts and effective supervision of persons under supervision.
- Review, analyze, and interpret statutory, JCUS, and Parole Commission requirements for the administration of probation and supervised-release services.
- Maintain liaison with the chief judge, the other district judges, and the magistrate judges, and makes specific recommendations regarding criminal-justice issues with particular emphasis on matters relating to sentencing practices.
- Recommend candidates for appointment as probation officers to the chief judge; appoints all non-officer personnel.
- Assign duties, as needed, to the deputy chief probation services officer.

## Chief Probation and Pretrial Services Officer

Oversees the administration and management of federal pretrial services and probation within a specific district. The chief probation and pretrial services officer is directly responsible to the courts they serve. Responsibilities include:

- Formulate, implement, and evaluate pretrial, probation and parole policies, as well as administrative policies, procedures, and programs in the district.
- Hire and train professional and support staff, oversee office operations, and designate assignments to the assistant deputy chief probation and pretrial services officer.
- Manage budgets of their probation and pretrial services office to determine best allocation of funds and needs.

## Pretrial Services Officer

Provides services that helps the federal courts ensure the fair administration of justice by working with defendants “pre-trial,” after they’re charged with federal crimes and while they’re awaiting trial. Responsibilities include:

- Ensure that defendants released to the community before trial commit no crime while awaiting trial and return to court as required.
- Conduct investigations for the court by gathering and verifying information about defendants. Investigations include interviews with defendants, interviews with people who can provide helpful information to the case, criminal history record checks, and review of past records.
- Prepare pretrial reports that recommend whether to release or detain the defendant before trial, if the defendant is likely to stay out of trouble before the trial, and release conditions if the defendant is released rather than detained.
- Prepare and present presentence report and sentencing recommendations to the court.

## Probation Officer

Provides services that helps the federal courts ensure the fair administration of justice by working with offenders “post-conviction,” after they’re tried and found guilty of federal crimes and after they’re released from prison. Responsibilities include:

- Ensure that offenders released to the community obey the law rather than commit further crimes.
- Supervise offenders to facilitate adherence to imposed conditions, reduce risk to the community, and provide correctional treatment, as necessary.
- Maintain personal contact with offenders through office and community/home visits and by telephone.

## Sentencing Guideline Specialist

Serves as the district's authority on presentence investigations and sentencing guidelines. Responsibilities include:

- Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, or specialized cases by conducting interviews and collecting background data.
- Serve as a resource and expert to the court, line officers, and staff in specialized cases.
- Interview victim(s) and provide victim impact statements to the court.
- Track developments in the law and update staff and the court.
- Analyze and resolve disputed issues involving offenders/defendants and present unresolved issues to the court for resolution.
- Investigate and analyze financial documents and activities.
- Schedule and conduct drug use detection tests and DNA collection of offenders/defendants following established procedures and protocols.

## Supervisory Probation/Pretrial Services Officer

Supervise the probation officers in either the pretrial or probation services unit. Responsible for the quantity and quality of all pretrial or probation services. Responsibilities include:

- Serve as a liaison between senior management and line staff to ensure the district vision, mission, and values are communicated and reflected in the staff's service to the court and community.
- Assign and schedule all investigative and supervision case work.
- Supervise professional law enforcement staff, establishes standards, and assigns work fairly and equitably.
- Assist officers in meeting the needs of defendants and offenders with complex problems and circumstances.
- Assist the executive leadership team and other managers in development of programs and policies to increase the effectiveness of the office.



# Administrative Office of the United States Courts (AO)

90 Total AO Positions

ASSISTANT GENERAL COUNSEL ■ 1

ATTORNEY ADVISOR ■ 81

CHIEF OF STAFF ■ 5

1 ■ FAIR EMPLOYMENT PRACTICES OFFICER

1 ■ GENERAL COUNSEL

1 ■ LEGISLATIVE AFFAIRS OFFICER

## Breakdown of Total AO Positions Judiciary Wide

AO	Circuit															
	Total	01	02	03	04	05	06	07	08	09	10	11	DC	CAFC	NC*	AO**
Assistant General Counsel	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Attorney Advisor	81	0	1	2	7	2	0	0	2	5	0	4	1	0	0	57
Chief of Staff	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5
Fair Employment Practices Officer	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
General Counsel	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Legislative Affairs Officer	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1

\*NC - National Courts

\*\*AO - Administrative Office of the US Courts

## Assistant General Counsel

Assists the general counsel in various legal matters to ensure efficient and effective legal support for the AO. Responsibilities include:

- Provide routine legal services including advice on contract matters and the interpretation of regulations and statutes.
- Conduct legal research and review legal documents.
- Prepare briefs, motions, pleadings, and other legal documentation.
- Provide basic advice on legal matters.

## Attorney Advisor

Provide high-level legal and operational analysis direction while simultaneously supporting court unit executives and court staff in legal matters. Responsibilities include:

- Provide legal and procedural advice and policy guidance on issues affecting bankruptcy courts to clerks of court, the Administrative Office (AO) Director, assistant directors, and staff of the courts and the Court Services Office (CSO).
- Collaborate with the JCUS Committees and the AO's Office of General Counsel to provide guidance on how pending legislation, statutes, rules, and JCUS policies could impact operations.
- Prepare briefing materials, presentations, discussion and decision papers, and other materials for review by senior AO and judiciary officials, advisory groups, and committees of the JCUS.
- Support staff peer advisory and working groups, to include developing meeting and conference call agendas, planning for joint group meetings, preparing and making oral presentations on issues under consideration by each group.
- Conduct legal and policy research.

## Chief of Staff

Aids the head of a department in various administrative duties. Responsibilities include:

- Plan logistics for committees, advisory councils, working meetings, and related virtual or in-person events.
- Organize scheduling for the department head, ensuring that tasks are completed in a timely manner.
- Prepare, proofread, and edit correspondence, reports, and other written work product.
- Monitor and enforce correspondence procedures for office record keeping purposes.
- Prepare and maintain documentation of business processes and standard operating procedures.

## Fair Employment Practices Officer

Ensures the fair, impartial processing, and resolution of Fair Employment Practices (FEP) complaints. Responsibilities include:

- Conduct anti-harassment and workplace conduct training sessions for court executives, senior managers, court employees, and chambers staff.
- Inform employees regarding their rights and responsibilities under FEP policy and procedures.
- Facilitate and assist interested parties in the resolution of FEP complaints.
- Require all relevant Administrative Office employees to cooperate in the informal counseling, investigation, hearing, and resolution of FEP complaints.

## General Counsel

Provides legal counsel and services to the director and staff of the AO and to JCUS. Responsibilities include:

- Respond to legal inquiries from judges and other court officials regarding court operations.
- Represent agency in bid protests and other administrative litigation.
- Coordinate and support federal rules of practice and procedure.

## Legislative Affairs Officer

Provides legislative counsel and services to the Judiciary. Responsibilities include:

- Maintain liaison with the legislative branch.
- Manage the coordination of matters affecting the Judiciary with the states, legal entities, and other organizations.
- Develop and produce judicial impact statements.

## Senior Attorney Advisor

Provides leadership, management supervision, and coordination to attorneys, management analysts, paralegals, and other support staff to their office. Responsibilities include:

- Serve as a subject matter expert and resource concerning office operations, the AO, courts, and judges.
- Serve as a member of the management team, which is responsible for strategic planning, project development, and collaboration on administrative and logistical issues.
- Provide briefings, in writing and orally to senior level staff and executive leadership within the AO.
- Review, develop, draft, and submit recommendations for committees supported by the office.



UNITED STATES COURTS

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