



UNITED STATES OF AMERICA  
JUDICIAL PANEL ON MULTIDISTRICT LITIGATION  
ONE COLUMBUS CIRCLE, NE  
RM. G-255, NORTH LOBBY  
WASHINGTON, D.C. 20544  
Website [www.jpml.uscourts.gov](http://www.jpml.uscourts.gov)

## VACANCY ANNOUNCEMENT

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<b>Position:</b>	Staff Attorney
<b>Vacancy Announcement Number:</b>	24-02 JPML-SA
<b>Location:</b>	Washington, District of Columbia
<b>Salary Range:</b>	CL-30/31 (\$111,507-\$191,900)
<b>Date Posted:</b>	September 3, 2024
<b>Date:</b>	Open Until Filled (Preference given to applications received by September 20, 2024)

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### **Position Overview**

The United States Judicial Panel on Multidistrict Litigation is accepting applications for the full-time, permanent position of Staff Attorney. A Panel Staff Attorney reports to the Panel Executive, and provides substantive legal analysis, advice, and assistance on multidistrict litigation (MDL) dockets before the Panel and on other Panel-related issues. Panel staff attorneys routinely conduct legal research, identify and assess possible courses of Panel action, draft memoranda and proposed opinions and orders, and communicate the results of any research and analysis to judges, court staff, and the parties. A Panel Staff Attorney must exercise largely independent responsibility for monitoring and initiating the conditional transfer or remand process with respect to a substantial number of MDL dockets.

The Panel was created by Congress in 1968 and is a statutory national court under federal jurisdiction. It is governed principally by Section 1407, which gives the Panel the authority to “centralize” related actions pending in different districts by ordering the transfer of all such actions to a single district for pretrial management. The statute provides that the Panel shall consist of seven Article III judges appointed by the Chief Justice, each of whom must reside in a different Circuit. The Panel is headquartered in Washington, D.C.

### **Representative Duties**

The Staff Attorney’s duties include, but are not limited to, the following:

- Monitoring approximately 50 multidistrict dockets, and independently determining, based on research, analysis, and knowledge of those dockets, whether to transfer conditionally cases to, or remand conditionally cases from, their assigned dockets.
- Conducting legal research on issues that form the basis for the disposition of motions (primarily motions to centralize) or show cause orders, preparing memoranda, and presenting recommended dispositions, orally and in writing, for the Panel judges' consideration.

- Reviewing and analyzing the district court, appellate court, and agency records, as well as the motions and briefs filed in cases related to motions (primarily motions to centralize and motions to vacate conditional transfer or remand) before the Panel.
- Drafting opinions and orders for the Panel judges' consideration and signature.
- Arranging and coordinating Panel hearing sessions, including taking oral argument appearances from multiple counsel at each hearing session, and an annual conference for MDL judges.
- Drafting presentations and reference materials on jurisdiction, substantive law, and MDL practices, for distribution and use by Panel judges, transferee judges, other Panel personnel, and other court personnel throughout the country.
- Conducting research on specific legal questions from judges and preparing memoranda on the results of that research.
- Assisting newer staff attorneys, including providing training, guidance, and advice, reviewing, editing and checking draft documents, offering constructive criticism, and similar tasks.
- Remaining current on, and tracking developments in the law of, all circuits and district courts affecting multidistrict, complex, mass tort, and class action litigation, as well as legislative developments in those areas, and updating legal personnel and judges on those developments.
- Some travel is required (generally, seven 4-day trips annually).

### **Qualifications**

To be qualified for appointment, a two-year commitment is required.

**Experience** - A minimum of five years of experience in the practice of law. Law review or other journal participation or comparable legal research and writing experience is desirable. Litigation or court staff attorney experience is advantageous, as is a prior judicial clerkship and familiarity with multidistrict litigation.

**Education** - Applicants must hold a J.D. degree and be a member of the bar of a state, territorial or federal court of general jurisdiction.

### **Pay System and Benefits**

The Judicial Panel on Multidistrict Litigation falls within the Judicial Branch of the U.S. Government. Panel employees are "Excepted Service Appointments." Excepted Service Appointments are "At-Will" and can be terminated with or without cause by the Panel at any time. This position is classified under the Court Personnel System. Federal Government Civil Service classifications or regulations do not apply. Panel employees are subject to mandatory Electronic Funds Transfer (EFT) for payroll deposit.

Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include a defined contribution program and the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, a Flexible Benefits Program which includes medical and dependent care reimbursement, and transit subsidy program. Appointees are subject to a one-year probationary period.

### **Background Check**

An incumbent will be considered provisional pending successful completion of a ten-year full-field OPM background investigation. Every five years, thereafter, the position requires an updated investigation. Employees must adhere to the Code of Conduct for Judicial Employees, which is available upon request.

### **Selection Process**

Only qualified applicants will be considered. Incomplete applications will not be considered. The Panel does not pay travel expenses for interviews. The Panel reserves the right to modify the conditions of

this job announcement or to withdraw the announcement without prior written or other notice. All information provided by applicants is subject to verification and background investigation. 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.

**How to Apply**

Your application should include all required documents in one PDF attachment arranged in the order indicated below.

Applications must be received by: Open until filled (Preference given to applications received by September 20, 2024.)

Email address: *JPML-Clerk@jpml.uscourts.gov*

Subject Line: 24-02 JPML-SA

Attachment: (1) Cover letter, (2) Resume, (3) Contact information for three professional references, and (4) Completed "Application for the Judicial Branch Employment" ([AO 78](#)).

Questions may be addressed to Glenda Magruder, Administrative Officer, at (202) 502-2800.

The Federal Courts practice zero tolerance for illegal drug use.

Those applicants selected for further consideration may be subject to testing.

Applicants must be a United States Citizen or eligible to work in the United States.

**THE UNITED STATES JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER.**