Job Summary:
The Supreme Court of Virginia, Office of Chief Staff Attorney, is seeking applications for the full time position of Staff Attorney.

This position offers a competitive benefits package, which includes vacation and sick leave, 12 paid holidays, health insurance, retirement, life insurance, deferred compensation and short- and long-term disability.

Essential Duties and Responsibilities:
The Office of Chief Staff Attorney (CSA), with attorney and support staff, assists in reviewing, processing and presenting to the Court for disposition some 3,000 appeals and original jurisdiction cases filed annually with the Supreme Court of Virginia. A CSA Staff Attorney is responsible for handling a full caseload of civil and criminal appeals and original jurisdiction cases. Staff Attorneys prepare written memoranda outlining procedural histories and factual summaries and conduct independent research and legal analysis for each assigned case; review appellate filings to ensure compliance with all procedural rules and requirements; attend and participate in Writ Panel and CSA Oral hearings; prepare drafts of disposition orders in original jurisdiction cases; perform specialized research and writing projects for the Justices or Chief Staff Attorney as may be necessary; and provide support services for Court related activities serving the administration of justice.

Minimum Qualifications/Experience:
The successful applicant will be an individual interested in a long-term professional opportunity; a member of or eligible for membership in the Virginia State Bar; with a minimum of three (3) years' experience in a litigation or appellate oriented environment. Particular familiarity with appellate court rules and procedures is required, along with excellent analytical, writing and communication skills. Applicants also must demonstrate competence with computer based case tracking, legal research, and word processing systems.

Additional Information:
State application, resume, cover letter and writing sample required.

STATE APPLICATION MUST BE FULLY COMPLETED IN ORDER TO BE CONSIDERED. Applicants must apply online. Only interviewed applicants will be notified of the filling of the position. No phone calls or e-mails regarding application status.

How to Apply:
Please apply online via the Recruitment Management System (RMS) website:

http://virginiajobs.peopleadmin.com/postings/13297

Position number 12837

The Virginia Judicial System is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Applicants who need accommodations for an interview should request this in advance. All candidates are subject to a criminal history background check before being offered employment.