



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA

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NOTICE OF POSITION VACANCY

POSITION TITLE: Term Law Clerk to United States Magistrate Judge

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT: 19-DSC-03

OPENING DATE: FRIDAY, OCTOBER 19, 2018

CLOSING DATE: FRIDAY, NOVEMBER 16, 2018. APPLICATIONS RECEIVED BY CLOSE OF BUSINESS, 5:00 PM CENTRAL/ STANDARD TIME WILL BE CONSIDERED FOR FIRST REVIEW (POSITION IS OPEN UNTIL FILLED).

TERM: This is a term position beginning in January 2019, and ending in August 2020. The position may be renewable. There is a lifetime limitation of four (4) cumulative years of term clerkship service with the United States Courts. Service as a career law clerk or as a temporary law clerk is not charged against the four-year lifetime limitation.

POSITION OVERVIEW

Applications are invited for the position of Term Law Clerk to a United States Magistrate Judge for the United States District Court for the Eastern District of Louisiana. The initial term is 19 months, but the term may be extended at the discretion of the successful applicant and the Judge. The appointment is expected to begin upon completion of the appointment of Magistrate Judge Selectee Dana M. Douglas.

Principal duties of the position include:

- Researching substantive issues of federal and state law;
- Drafting legal memoranda, orders, and other documents;
- Assisting the judge in preparing for hearings, trials, and other proceedings;
- Generally providing legal support to the judge;
- Performing administrative duties;
- Interacting with other court personnel, attorneys, and/or litigants; and

- Other duties as assigned.

REQUIRED QUALIFICATIONS:

The following educational and professional qualifications are required:

- A juris doctor degree awarded by a law school accredited by the American Bar Association;
- Excellent academic credentials;
- Superior analytical ability and strong legal research and writing skills; and
- Highly proficient computer and word processing skills.

Preference may be given for experience in a prior federal clerkship or other comparable position, standing in the upper one-third (1/3) of the applicant’s law school class, participation in law review or moot court activities, and experience in the practice of law.

Candidates must also possess the following personal skills and characteristics:

- Excellent interpersonal skills, including the ability to communicate effectively, both orally and in writing;
- Superior organizational skills, including the ability to work independently on multiple tasks in high-volume environment;
- A high level of maturity, being responsible and exercising good judgment; and,
- Exceptional integrity and professionalism, including with to work product, attitude and demeanor

COMPENSATION AND BENEFITS:

The pay rate offered is dependent upon the applicant’s qualifications and Judicial Officer Approval.

The table below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable JSP grade levels. Please note that appointment to JSP-12, JSP-13, and JSP-14 requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes
14**	3	Yes

*Two years of federal chambers law clerk, staff attorney, bankruptcy appellate panel law clerk, pro se law clerk, or death penalty law clerk experience is required in order to be appointed at or promoted to JSP-14

Employees of the United States District Court are at will employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. include:

- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.

- Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Electronic Fund Transfer (EFT) for payroll direct deposit.
- Commuter Benefit Program.
- Ten paid national holidays per calendar year.

Additional information about federal judiciary benefits and compensation can be found on the United States Courts website career page at: <http://www.uscourts.gov/Careers.aspx>

MISCELLANEOUS:

- Participation in the interview process is at the applicant's own expense. The Court will only communicate with those qualified applicants selected for an interview. If you are not notified, another applicant was selected.
- Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Employees who work for the Court are considered "at will" and work at the pleasure of the Court.
- As a condition of employment, successful applicants will be subject to a background check, credit check and/or records check with law enforcement agencies.
- The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States.

Interested applicants should electronically submit **one PDF document** that contains (1) a cover letter (2) a resume and (3) a completed AO-078 Federal Judicial Branch Application for Employment. Email the PDF document to HRAdmin@laed.uscourts.gov with the subject line "Law Clerk-19 DSC 03."

The AO-078 application form can be downloaded from:
http://www.laed.uscourts.gov/sites/default/files/forms/AO_078.pdf