

**CLERK'S OFFICE
UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA
WASHINGTON, D.C. 20001**

Position: Career Law Clerk to a Federal District Judge
Announcement #04-14

Opening Date: September 16, 2004

Closing Date: Open until filled

Salary Range: JSP 11(1) to JSP 14(10)
\$50,593 - \$110,775 (annually- dependent upon experience)

Requirements:

The successful applicant must possess at least one year of post-graduate legal work experience in private practice, government service or academia. Computer-assisted legal research and word processing ability is required. The job responsibilities require significant interaction with judges, attorneys, law clerks, and Clerk's Office staff. The ability to communicate effectively both verbally and in writing is critical. Excellent interpersonal, and organizational skills, which includes the ability to manage multiple tasks and manage a small, but busy office, are essential as are excellent legal research and writing skills.

An applicant with prior experience in a district court clerkship is preferred. Placement on the payroll at a salary level higher than the first step of the grade, requires certification of current salary from present employer. Placement on the payroll at grade JSP 12 and above also requires Bar membership (state, territorial, or Federal Court of general jurisdiction). One additional year of federal law clerk experience is required for placement at grade JSP 13 and above.

Duties and Responsibilities:

A broad range of duties includes: legal research; preparing bench memoranda; drafting orders and opinions; editing and proofreading orders and opinions; verifying citations; managing case docket; office management, such as calendar maintenance, docket entries, and organizing and maintaining case and applicant files; and performing various other duties as assigned.

Legal Work Experience:

Legal work experience is defined as progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation. Credit will not exceed one year if before graduation.

Term of Appointment and Benefits:

This is appointment with the expectation that the incumbent will remain in this position for three or more years. “Career” law clerks are entitled to all benefits (health/life insurance as well as retirement, holidays, annual and sick leave accrual, and periodic cost of living increases). Eligibility for retirement coverage allows participation in the Thrift Savings Plan. The Court is not authorized to reimburse candidates for travel or moving expenses.

This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

How to Apply:

Applicants must submit a cover letter, writing sample, law school transcript, and a resume that includes information about the applicant’s employment history and work experience, salary history, activities, and references.

Applications should be submitted to: U.S. District Court for the District of Columbia, 333 Constitution Avenue, NW, Washington, D.C. 20001 ATTN: Human Resources or via e-mail to dcd_humanresources@dcd.uscourts.gov, fax (202) 354-3528.

**THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA IS
AN EQUAL OPPORTUNITY EMPLOYER**