

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

POSITION: Career Law Clerk to Federal District Judge John D. Bates
Announcement #04-15

OPENING DATE: October 20, 2004

CLOSING DATE: Open until filled

START DATE: February 2005

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

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, including the ability to manage multiple tasks and manage a small but busy office, are essential. The position requires excellent legal research, analysis and writing skills. The successful applicant will work closely on a daily basis with Judge Bates and two law clerks.

An applicant with prior experience as a federal court law clerk 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. To qualify for level JSP Grade 12, an individual must have two years of legal work experience after graduation from law school, and must be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction. To qualify for JSP Grade 13, an individual must possess at least one year experience as a federal elbow law clerk in addition to the qualifications of a JSP Grade 12. To qualify for level JSP Grade 14, an individual must possess at least two years experience as a federal elbow law clerk in addition to the qualifications of a JSP Grade 12.

Duties and Responsibilities:

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

For more information on Judge Bates and the position, please visit www.dcd.uscourts.gov.

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 appointment is 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, undergraduate and law school transcripts, and a resume that includes information about the applicant's employment history and work experience, salary history, activities, and three references.

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

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