UNITED STATES DISTRICT COURT
FOR THE
DISTRICT OF COLUMBIA

POSITION: **Career Law Clerk to a United States Magistrate Judge**

LOCATION: **Washington, DC**

SALARY RANGE: **JS 12/13/14 ($69,764- $127,442)**
Salary determined by work experience, prior/present pay history and previous federal government experience.

Opening Date: **March 5, 2012** **Closing Date:** **April 16, 2012**

POSITION OVERVIEW

The United States District Court for the District of Columbia is seeking a qualified candidate for the position of Career Law Clerk to the Honorable Deborah A. Robinson, United States Magistrate Judge.

The position will encompass a broad range of duties, including, but not limited to, conducting legal research; preparing bench memoranda; drafting orders and opinions; editing and proofreading orders and opinions; verifying citations and managing case dockets. The Career Law Clerk will also be responsible for performing office management duties such as calendar maintenance, docket entries, organizing and maintaining case and applicant files and performing various other duties as assigned.

The Career Law Clerk will interact and communicate on a regular basis with other judges, attorneys, law clerks and court staff.

QUALIFICATIONS

The successful candidate will have a minimum of at least three years of progressively responsible post – graduate legal work experience in private practice, government services or academia.

Prior experience as a law clerk in a federal court is preferred.

Legal work experience is defined as progressively responsible experience in the practice of law, legal research, legal administration or equivalent experience received after graduation from law school. Major or substantial legal work 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.

Exceptional legal research and computer skills required.

The ability to communicate effectively, both verbally and in writing, is critical. Excellent interpersonal and organizational skills, which include the ability to manage multiple tasks and manage a small but busy office, are essential.

In addition, the successful candidate must be highly organized and maintain a professional demeanor at all times.

BENEFITS

This position appointment is with the expectation that the incumbent will remain in the position for at least four years. "Career" law clerks are entitled to a generous benefits package which may include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit for prior government service towards leave accrual rates and retirement

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Employees of the United States District Court are **Excepted Service Appointments.** Excepted service appointments are at will and can be terminated with or without cause by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check.

APPLICATION INFORMATION

Qualified persons interested in being considered for this position are invited to submit a cover letter, detailed resume, writing sample, law school transcript and three letters of recommendation.

All application materials are to be sent to:

Sonia Jackson, SPHR
Director, Human Resources
Human Resources Department
United States District and Bankruptcy Courts, DC
333 Constitution Avenue, NW
Washington, DC 20001

Or

Via email to:

DCD_HumanResources@dcd.uscourts.gov

If your application packet does not provide all information requested, you may lose consideration for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Applicants selected for interviews must travel at their own expense. Relocation expenses for the successful candidate are not guaranteed, but may be reimbursed given a favorable budget situation and upon appropriate approvals.

The United States District Court is an Equal Opportunity Employer