



UNITED STATES DISTRICT COURT
FOR THE
DISTRICT OF COLUMBIA

JOB OPPORTUNITY

Announcement No.: 2019-06

Position Title: Law Clerk (Criminal)

Grade/Salary Range: JSP-11/12 (\$68,036 – \$106,012)
(Salary determined by qualifications and experience)

Position Location: Washington, DC

Position Information: Full-time/Excepted Service

Area of Consideration: Open to all qualified individuals

Open Date: March 20, 2019

Closing Date: April 19, 2019

How to Apply:

Qualified individuals must submit the following:

- A cover letter detailing how your experience relates to the position requirements, addressed to:

United States District Court
333 Constitution Avenue, NW
Washington, DC 20001
ATTN: United States Magistrate Judges
G. Michael Harvey, Robin Meriweather, and Deborah A. Robinson

- A resume detailing all relevant experience, education, and skills
- AO-78, Federal Judicial Branch Application for Employment (can be downloaded from www.uscourts.gov)
- A recent writing sample unedited by others and not more than 10 pages in length
- A law school transcript showing at least two years of law school grades
- Two professional letters of reference

Failure to submit all requested application materials will result in immediate disqualification. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement.

Requested materials must be submitted through the OSCAR system: <http://oscar.usCourts.gov>. This posting is listed under the account of United States Magistrate Judge G. Michael Harvey.

Agency Contact Person: Marion L. Boulden, PHR, SHRM-CP
Human Resources Manager
(202) 565-1355

JOB SUMMARY

The United States District Court for the District of Columbia is seeking applicants for a criminal law clerk position which will serve the Court's three Magistrate Judges, on a rotating basis. The incumbent will be responsible for management of the criminal duty Magistrate Judge's criminal caseload. This will include case management and scheduling, substantively reviewing filings and other processes, research and writing on a range of criminal law issues, preparing bench memoranda, and drafting orders, opinions and reports and recommendations on matters pending before the Magistrate Judges. The incumbent will work closely with all of the Court's Magistrate Judges and assist in preparing them for their daily criminal calendar. The initial appointment is for one year but may be renewed at the discretion of the Court.

DUTIES AND RESPONSIBILITIES

- Reviews dockets and daily reports of pending litigation to monitor progress and new filings, as well as monitoring caseload and deadlines, updating the case list, logging motions and other actions, compiling and arranging information and data, preparing required periodic reports regarding Court and non-Court activities, prioritizing tasks, and determining the need for action by the judges; reviews motions, applications, complaints, indictments, and other criminal pleadings filed with the Court to determine the issues involved and the basis for relief;
- Performs administrative duties, including preparing documents and correspondence; reviewing documents submitted to the Court for completeness and accuracy; receiving, screening, and referring questions in person or via telephone; responding to questions related to the status and scheduling of cases; arranging and managing the judges' schedules and coordinating with other judges, parties, attorneys, the clerks' office, and other judicial officers and Court unit executives; processing search warrant and other criminal process applications; and creating and updating templates and standard documents for orders, motions, and other related documents;
- Performs legal research and analysis; independently drafts orders, opinions, and reports and recommendations for judges' review, including opinions on detention decisions, search warrant applications, and violations of conditions of supervised release; proofreads and edits orders, opinions and reports and recommendations, including by conforming legal writing and citations to the appropriate format and style;
- Assists the judges during courtroom proceedings; provides information, guidance, and advice to the judges and other personnel in connection with criminal cases; communicates with counsel, Court officials, and litigants regarding procedural requirements; provides

- orientation and training to law clerks and other personnel regarding the judges' style and preferences, and Court administrative protocols;
- Evaluates present procedures to determine innovations for increasing effectiveness in handling complaints, petitions, and pleadings; identifies problem areas, makes recommendations, and offers solutions, as required by the Court, Administrative Office, and other officials; and
- Performs other duties as assigned.

QUALIFICATIONS

For consideration, applicants must be law school graduates (or certified as having completed all law school studies and requirements and merely awaiting conferment of degree) who have excellent academic credentials, as well as superior research and writing skills. Applicants must also possess strong case management and organizational skills; excellent communication and interpersonal skills; proficient computer, internet research, and word processing skills (WordPerfect, Microsoft Word, Adobe Acrobat, and other Windows-based applications); and the ability to work both independently and in a team environment in a production-oriented, high-volume work setting. Judicial employees must comply with the [Code of Conduct for Judicial Employees](#) and with Court confidentiality requirements, including handling confidential information in a variety of contexts, and must maintain a professional appearance and demeanor at all times.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes

BENEFITS

Full-time employees of the United States District Court for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 10 paid holidays per year
- Optional participation in the Federal Employees' Health Benefits Program (FEHB), the Premium Payment Plan (PPP), the SmartBenefits Program (mass transit subsidy), and the Commuter Parking Reimbursement Program
- On-site physical fitness facility
- Federal Occupational Health (FOH)/Employee Assistance Programs
- Work Life Services
- On-site Health Unit

For more detailed information about federal court benefits, please go to www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT

Applicants must be a United States citizen, a person who owes allegiance to the United States, a person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible, or a lawful permanent resident who is seeking citizenship. For more information see [Citizenship Requirements for Employment in the Judiciary](#).

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

The selected candidate will undergo a background check.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.