

VACANCY ANNOUNCEMENT 2015-1

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TENNESSEE

DATE: January 7, 2015

POSITION TITLE: Temporary Judicial Law Clerk

LOCATION: Knoxville, TN

SALARY: JSP 11/1 to JSP 13/10 (\$57,982 to \$107,434)
Based on prior qualifications, salary and experience.

AVAILABLE: Late March 2015 for a Three (3) Month Term.

CLOSING DATE: When Filled.

POSITION OVERVIEW:

The Judicial Law Clerk researches issues of law, drafts bench briefs and opinions, attends motion hearings and other court proceedings, and acts as advisor, making recommendations based on the law, to the Honorable H. Bruce Guyton and C. Clifford Shirley, United States Magistrate Judges. The law clerk in this position would manage the Magistrate Judges' civil caseload. This caseload consists mainly of motions and other pretrial matters, which often require quick resolution, but in certain cases, the position will require devoting days and weeks to a particular project. The nature of the matters presented to the Magistrate Judges is serious and the case load is heavy, but the office environment is personable. There is daily interaction with the Judges and other law clerks concerning legal and court-related issues.

At times, the law clerk will be expected to answer phone calls and perform clerical tasks. This position is not expected to be extended beyond the term identified above. The position is full-time, and the successful applicant will be expected to complete 40 hours of work per week, generally between the hours of 8 a.m. and 5 p.m.

MINIMUM QUALIFICATIONS:

Applicants must be law school graduates with strong academic records and possess excellent research and writing skills. Candidates also must possess strong case management skills and the ability to work independently in a production-oriented, high-volume environment. The ability to orally present complicated legal matters to judges is required, as is proficiency in Microsoft Word. Candidates who possess one or more years of relevant post-graduate or federal clerkship experience are highly preferred.

GENERAL QUALIFICATIONS:

For appointment at a JSP Grade 11, an applicant must be a law school graduate from a law school of recognized standing and have demonstrated one of the following accomplishments or proficiencies:

- Graduation in the upper third of a law school class;

- Experience on the editorial board of a law review;
- Graduation from law school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

For appointments to JSP Grades 12 or 13, an applicant must also be a member of the Bar of a state, territorial, or Federal Court of general jurisdiction and must possess the following year(s) of full-time legal work experience after graduation from law school:

- JSP 12 - one year of legal work experience;
- JSP 13 - two years of legal work experience.

CONDITIONS OF EMPLOYMENT:

- U.S. District Court employees serve under “Excepted Appointments” and are considered “at will.” Employment can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the *Code of Conduct for Judicial Employees* and are subject to strict confidentiality requirements.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- Applicants must be U.S. citizens or eligible to work in the United States.

BENEFITS:

Due to the duration of the appointment, the law clerk is not eligible for health, dental, vision and life insurance coverage, retirement, participation in the judiciary flexible spending accounts or the Thrift Savings Plan. This position is not covered under the Leave Act.

APPLICATION PROCESS:

Employment with the U.S. District Court offers benefits of experience with law at the federal court level, and an environment providing significant responsibility and challenge.

Submit one document in PDF format via email to holly_nease@tned.uscourts.gov that includes the following:

- A cover letter;
- Current resume with class rank;
- A list of at least three professional references;
- A writing sample; and
- A completed AO 78, Application for Federal Judicial Branch Employment (available on the court’s website at www.tned.uscourts.gov/docs/ao78.pdf)

INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN ONE PDF FILE MAY NOT BE CONSIDERED.

- Only applicants selected for an interview will be notified.
- Applicants interviewed will take a computer skills test.
- Employment references will be checked prior to a job offer.

- The successful candidate will undergo a mandatory FBI fingerprint/background check investigation and will be considered a provisional employee pending successful completion of the investigation.
- The court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.

DEADLINE FOR RECEIPT OF APPLICATIONS:

All resumes will be considered when received. Selected interviews will be scheduled until the position is filled. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

***THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE***