

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TENNESSEE

VACANCY ANNOUNCEMENT 2026-15

DATE: September 18, 2026

POSITION TITLE: Temporary Law Clerk

LOCATION: Chattanooga, Greeneville, or Knoxville, TN or approved telework location

SALARY: JSP 11/1 - \$74,678
Locality pay determinations and tax reporting for telework employees are based on the approved telework location.

CLOSING DATE: Open until filled with first preference given to applications received by October 2, 2026.

POSITION OVERVIEW:

The Temporary Law Clerk researches issues of law, drafts memoranda and opinions, and acts as advisor, making recommendations based on the law, to the judges of the Eastern District of Tennessee. The law clerk will work throughout the district with various judges and their staffs. Occasional travel within the district may be necessary. The caseload in the jurisdiction is heavy, and the types of cases presented are varied, although the law clerk may expect to focus significant effort on Social Security and non-prisoner in forma pauperis matters. The law clerk will report to and work under the direction of the Chief Judge or his designee as to coordination and prioritization of work among chambers and as to administrative matters. Effective interaction with other chambers staff, Clerk's Office staff, and members of the bar is essential to this position. The position is funded through March 31, 2027, and is available to begin immediately. The Court will consider a teleworking arrangement for qualified candidates.

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.

Applicants must have 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 work environment. The ability to orally present complicated legal matters to judges is important, as is proficiency in Microsoft Word.

BENEFITS:

Current Judiciary employees transferring without a break in service will maintain their current benefits.

Based on the duration of their appointment, temporary employees are entitled to some of the same benefits as other federal employees, including participation in the Federal Employees Health Benefits (FEHB) Program, the Federal

Employees Dental and Vision Insurance Program (FEDVIP)*, and the Commuter Parking Reimbursement Program.

*The Court must certify that the employee is expected to work 130 hours or more per month for at least 90 consecutive days in order to be eligible for FEDVIP.

APPLICATION PROCESS:

Submit one document in PDF format via e-mail to Travis_Thompson@tned.uscourts.gov that includes the following:

- A cover letter which addresses the qualifications, skills, and experience necessary to perform the job;
- A resume, including a list of professional references;
- Two writing samples, each no more than ten pages in length; and
- A completed [AO 78, Application for Federal Judicial Branch Employment](#).

Incomplete submissions and submissions that are not received in one PDF document may not be considered.

DISCLOSURES:

- Applicants must be U.S. citizens or [meet the requirements for employment in the Judiciary](#).
- Only applicants selected for an interview will be notified. The Court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.
- Employment references may be checked prior to a job offer.
- The successful candidate will undergo a mandatory FBI fingerprint check/background investigation and will be considered a provisional employee pending successful completion of the investigation.
- 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).
- 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.