

UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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JOB OPPORTUNITY NUMBER: FY 18-005

POSITION: Term Law Clerk 2019-2021

LOCATION: Richmond, VA

Opening Date: January 19, 2018

Closing Date: February 9, 2018

GRADE/SALARY RANGE: JSP 11 - 13 (\$63,032 - \$89,839 pa)

Actual starting salary dependent upon experience and qualifications. Position to begin September 2019 for a two-year term.

POSITION OVERVIEW The U.S. District Court for the Eastern District of Virginia is seeking qualified applicants for a full-time Term Law Clerk to United States District Judge, M. Hannah Lauck. This position provides legal research and writing assistance, prepares bench memos, drafts orders and opinions, communicates with counsel regarding case management and procedural requirements, and assists the Judge during courtroom proceedings. **Two year availability required.**

QUALIFICATIONS

The clerk manages a large docket of civil and criminal cases, including drafting opinions. This fast-paced Rocket Docket requires excellent writing and analytical skills. Applicants must be able to meet multiple deadlines in a timely and organized fashion. Quick, accurate writing skills are a must. Flexibility to meet demanding deadlines, and the concomitant strong work ethic, are required. Any clerk also must maintain a courteous and professional demeanor within chambers, the Court, the bar, and with the public at large.

Salary Qualifications

JSP Grade 11 (\$63,032): Law school graduate, bar membership not required.

JSP Grade 12 (\$75,550): At least 1 year of legal work experience after the JD. Must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

JSP Grade 13 (\$89,839): At least 2 years of legal work experience after the JD. Must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

BENEFITS

A benefits package is available and includes:

- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- 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
- Optional participation in private long-term disability plan

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 Ethics and 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 will be hired provisionally pending the results of a background check or investigation which includes an FBI fingerprint check. Retention depends upon a favorable suitability.

APPLICATION PROCESS Applicants should submit a cover letter, resume, law school and undergraduate transcripts, three (3) recommendation letters, and at least one writing sample. All correspondence, including letters of recommendation, should reference the 2019-21 clerkship term for which the applicant is applying. Materials should be sent directly to chambers; do not submit materials through OSCAR. The writing sample should be an example of legal writing that is not heavily edited or reviewed by others. **Application packages should be received by February 9, 2018.** Mail to:

Michael Perlstein
Career Law Clerk to
Hon. M. Hannah Lauck
United States District Court
Spottswood W. Robinson, III and
Robert R. Merhige, Jr. Federal Courthouse
701 East Broad Street, Suite 6112
Richmond, Virginia 23219-3528

Applicants will be notified if an interview is sought.

The United States District Court is an Equal Opportunity Employer