

UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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JOB OPPORTUNITY NUMBER: FY 17-004

POSITION: Career Law Clerk

LOCATION: Alexandria, VA

Opening Date: December 6, 2016

**Closing Date: Open until filled
Applications received by December
20, 2016, will receive first
consideration.**

GRADE/SALARY RANGE: JSP 12 - 14 (\$77,490 - \$108,887)

Actual starting salary dependent upon experience and qualifications.

POSITION OVERVIEW

The United States District Court for the Eastern District of Virginia invites applications for the position of Career Law Clerk for Senior United States District Judge T. S. Ellis, III. **This position is available February 6, 2017**, and is a permanent law clerk position rather than a term or temporary law clerk position. Law clerk duties will include reviewing briefs and other case filings; performing legal research; writing bench memoranda; and drafting orders and opinions in a wide variety of civil and criminal cases. Administrative duties will include serving as principal administrative manager of chambers; regularly reviewing the active case docket and drafting standard orders as necessary; training and assisting the term law clerks; and managing the judge's schedule and weekly travel arrangements to Alexandria.

DUTIES AND RESPONSIBILITIES

Law Clerk Duties

- Research and analyze novel and complex legal issues in diverse areas of federal criminal law and civil litigation.
- Draft orders and memorandum opinions in civil and criminal cases for the judge's review.
- Prepare bench memoranda and other written materials for motions hearings and trial proceedings, as directed.
- Provide information and guidance to the judge on individual cases, as directed.
- Perform extensive computer legal research via Westlaw and/or Lexis.
- Monitor significant changes in federal statutes, sentencing guidelines, and Supreme Court and Fourth Circuit precedent.
- Review and edit orders and memorandum opinions drafted by term clerks, as directed.
- Review and edit all criminal judgments prepared by the courtroom deputy for accuracy and consistency with the final sentencing guidelines calculations.

Administrative Duties

- Regularly monitor dockets of all pending cases and draft standard orders, as appropriate, for scheduling and discovery related issues, default proceedings, service deficiencies, and other miscellaneous matters.

- Serve as Chambers liaison for all outside personnel, including other District and Magistrate Judges, the Clerk of Court, Clerk's Office staff, the Probation and Pretrial Services Office, and the Administrative Office of the U.S. Courts.
- Train and assist the annual term law clerks, as required.
- Receive, screen, and refer telephone and in-person callers as appropriate.
- Prepare in final form the judge's written correspondence, memoranda, annual reports, and other items. Assemble and attach supplemental material, as required.
- Monitor all incoming mail and email communication (Judge Ellis does not use a computer or have an email account).
- Maintain the judge's calendar; schedule, change and cancel meetings, appointments, and hearings, as directed.
- Manage weekly travel arrangements for the judge and prepare weekly travel vouchers.
- Perform other miscellaneous administrative duties as assigned by the judge and as necessary for the efficient operation of chambers.

QUALIFICATIONS

At the time of appointment, the candidate must possess the following minimum requirements:

- Be a graduate of an ABA accredited law school with an excellent law school record (top 10% and law review editorial board experience is preferred, but not required).
- Be a licensed attorney (an out-of-state license is acceptable).
- Possess superior research and writing skills.
- Be proficient in computer assisted research, Windows, and Word.
- Exhibit strong analytical ability.
- Demonstrate excellent verbal, written, and interpersonal skills.
- Have at least one year of legal experience after law school (federal judiciary law clerk experience is preferred, but not required).

To qualify for grade 12 and above, applicant must be a member of the bar of a state, territory, or federal court of general jurisdiction and have one year of legal work experience after the JD for JSP 12 and two years for JSP 13. To qualify for JSP 14, an applicant must have 2 years of law clerk experience in the federal judiciary.

Additional Requirements: As Judge Ellis runs a busy docket, it is critical that the Career Law Clerk is very organized and capable of managing a variety of legal and administrative tasks in an efficient manner.

BENEFITS

A generous benefits package is available and includes:

- A minimum of 10 paid holidays per year
- Paid annual and sick leave
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- 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
- Optional participate in the Transit Subsidy Program

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

Qualified applicants should submit one document in PDF format via e-mail to career@vaed.uscourts.gov that includes the following:

- a cover letter addressing the qualifications, skills and experience necessary to perform the job;
- a current resume, including a list of professional references;
- a law school transcript;
- a completed AO 78 Form, Application for Federal Judicial Branch Employment (document can be found under “Related Links” on the employment page of our website); and
- a writing sample may be submitted, but is not required.

To ensure consideration, applications must be received by December 20, 2016.

Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

The United States District Court is an Equal Opportunity Employer