

# UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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**JOB OPPORTUNITY NUMBER: FY 19-005**

**POSITION: Career Law Clerk**

**LOCATION: Richmond, VA**

**Opening Date: November 13, 2018**

**Closing Date: Open until filled**

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

## **POSITION OVERVIEW**

The U.S. District Court for the Eastern District of Virginia is seeking qualified applicants for a full-time Career Law Clerk to United States District Judge, M. Hannah Lauck. **This position will become open on February 1, 2019.**

Duties will include serving as principal administrative manager of chambers: responsible organization of chambers, assuring reporting requirements are met, managing term law clerks, scheduling matters, scheduling and planning Judge Lauck's travel, speaking engagements, and continuing legal education programs. This position manages the pro se prisoner and social security docket, reviews opinions, writes correspondence, and can draft opinions and orders.

## **DUTIES AND RESPONSIBILITIES**

### **Administrative Duties**

- Receive, screen and refer telephone and in-person callers. Answer general inquiries from knowledge of judge's activities and office operations.
- Maintain necessary records for personnel in chambers.
- Handle administrative matters in chambers including preparation of required reports.
- Type in final form the judge's material, including correspondence, memoranda, reports, legal documents, statistics and other items. Check citations quoted in items typed to assure accuracy.
- Screen incoming mail and handle routine matters. Route mail to appropriate destination. Review outgoing mail for accuracy.
- Relieve judge of routine details. Maintain stock of office supplies for chambers.
- Maintain judge's calendar; schedule, change and cancel appointments as directed. Arrange meetings and conferences for judge and support personnel.
- Arrange business travel itineraries for the judge, including plane tickets, hotel, lodging, auto rental, and other arrangements.
- Perform miscellaneous functions as assigned by judge.

### **Law Clerk Duties**

- Legal research and writing; reviewing orders and opinions; providing information, guidance and advice to judge on legal issues relating to some cases; and drafting opinions if appropriate. Computer legal research via Westlaw.
- Communicating with other courts, state and federal agencies, counsel, litigants and court staff regarding court rules and procedural issues, calendaring, and other litigation matters.
- Keeping abreast of changes in the law from the Supreme Court and Fourth Circuit.
- Primary supervisor of the Judge's social security and prisoner dockets.

## 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.

**Additional Requirements:** As Judge Lauck runs a busy docket and is involved in judicial education and continuing legal education, it is critical that the law clerk is organized, a self-starter, and capable of managing a variety of administrative and legal tasks in a timely, courteous, and efficient manner.

## 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. Final candidate will be hired provisionally pending the results of a background check.

**APPLICATION PROCESS** Applicants should submit, via U.S. Mail, a cover letter, resume, law school and undergraduate transcripts, two (2) recommendation letters, and at least one writing sample. Please contact chambers via-email to [Nathan.King@vaed.uscourts.gov](mailto:Nathan.King@vaed.uscourts.gov) to express interest.

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 will be accepted until the position is filled.** Mail to:

Nathan King  
Temporary 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**