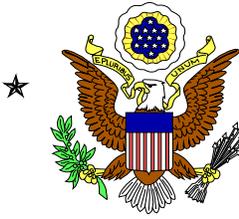


UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

www.vaed.uscourts.gov



★ JOB OPPORTUNITY NUMBER: FY22-039

★ POSITION: Career Law Clerk

LOCATION: Alexandria, VA

Opening Date: September 14, 2022

Closing Date: Open until filled

GRADE/SALARY RANGE: JSP 13 - 14 (\$106,823 - \$164,102)

POSITION OVERVIEW

The United States District Court for the Eastern District of Virginia invites applications for the position of Career Law Clerk for United States District Judge Rossie D. Alston, Jr. This is a permanent law clerk position rather than a term or temporary law clerk position; the position will begin in August of 2023. 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 scheduling orders as necessary, training and assisting the term law clerks and student interns, and managing the judge's schedule.

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 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 and staff attorneys, as directed.

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.
- Maintain the judge's calendar; schedule, change, and cancel meetings, appointments, and hearings, as directed.
- 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.
- Be a licensed attorney.
- Possess superior research and writing skills.
- Be proficient in legal research, Windows, and Word.
- Exhibit strong analytical ability.
- Demonstrate excellent verbal, written, and interpersonal skills.
- Have at least two years of legal experience after law school.
(federal judicial law clerk experience is preferred, but not required).
- Be eligible for a Top Secret/SCI level national security clearance.

To qualify for JSP 13, an applicant must be a member of the bar of a state, territory, or federal court of general jurisdiction and have two years of legal work experience after obtaining a juris doctor degree. To qualify for JSP 14, an applicant must have three years of legal work experience after obtaining a juris doctor degree, and two of the three years must be law clerk experience in the federal judiciary.

BENEFITS

Benefits include 13-26 days of annual leave, 13 days of sick leave, and 11 paid holidays per year, immediate matching contributions in the Thrift Savings Plan, pre-tax flexible benefits programs (health, dependent care, and transportation), and insurance plans (health, dental, vision, life, disability, and long-term care). Transit subsidy is also available.

CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the United States District Court Clerk's Office are **Excepted Service** appointments. Excepted service appointments are **at will** and can be terminated with or without cause by the Court.

APPLICATION PROCESS

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

- a cover letter describing applicant's 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; and
- a writing sample not to exceed fifteen pages, noting the degree to which the document has been edited by others.

Only applicants selected for an interview will be contacted.

The United States District Court is an Equal Opportunity Employer