

UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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**JOB OPPORTUNITY NUMBER: FY 20-016**

**POSITION: Career Law Clerk**

**LOCATION: Norfolk, VA**

**Opening Date: September 16, 2020**

**Closing Date: Open until filled. Applications received by November 30, 2020 will receive first consideration.**

**GRADE/SALARY RANGE: JSP 13 - 14 (\$91,671 - \$140,823);**

**Actual starting salary dependent upon experience and qualifications.**

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## **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 Arenda L. Wright Allen. **This position is available October 1, 2021** and is a permanent law clerk position rather than a term or temporary law clerk position. Law clerk duties will include, but are not limited: to 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; daily reviewing the active case docket and drafting standard scheduling orders as necessary; training and assisting the term law clerks; and managing the judge's schedule. Exceptional writing and editing skills are required, and candidates with prior federal judicial clerkship experience will be preferred.

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## **DUTIES AND RESPONSIBILITIES**

### **Administrative Duties**

- Closely monitor dockets of all pending cases and draft 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, the Clerk's Office staff, the Probation and Pretrial Services Office, and the Administrative Office of the U.S. Courts.
- Train and assist and supervise the bi-annual term law clerks extensively.
- Receive, screen, and refer telephone and in-person callers.
- 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; screen incoming mail daily, routing the mail to appropriate recipients; review all outgoing mail for accuracy.
- Maintain the judge's calendar; schedule, change, and cancel meetings, appointments, and hearings as directed; relieve the judge of routine details and oversee chambers supply stock and general chambers' management.
- Arrange all business travel itineraries for the judge, including plane tickets, hotel reservations, lodging plans, car rentals, and other arrangements.
- Perform other miscellaneous administrative duties as assigned by the judge and as necessary for the efficient operation of chambers.

### **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, opinions and memoranda drafted by term clerks and staff attorneys, as directed.

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## **QUALIFICATIONS**

The Career Clerk manages a large docket of civil and criminal cases and has primary responsibilities regarding the drafting and finalizing of opinions and orders. This fast-paced "Rocket Docket" District demands excellent writing and analytical skills. The successful applicant will meet multiple deadlines in a timely and organized fashion. Quick and accurate writing skills are a must. Flexibility to meet demanding deadlines and the concomitant strong work ethic are both required. Candidates must maintain a courteous and professional demeanor within chambers, the Court, the Bar, and before the public.

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

- A graduate of an ABA accredited law school with an excellent law school record (top 10% ranking and law review editorial board experience is

preferred).

- Possess a legal license, with Virginia Bar membership preferred but not required.
- Superior research and writing skills and exceptional interpersonal skills.
- Extensive skills in computer assisted research, Windows, and proficiency in Microsoft Word, Adobe PDF, Outlook, Zoom and Skype for Business preferred.
- Strong analytical ability and a successful and comfortable communicative style.
- Excellent verbal, written, and interpersonal skills.
- At least five years of legal experience after law school (and federal judiciary law clerk experience is strongly preferred).
- Eligibility for a Top Secret/SCI level national security clearance.

To qualify for JSP 14, an applicant must have at least five years of legal work experience after obtaining a juris doctor degree, and two of the five years must be law clerk experience in the federal judiciary.

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## **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 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

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## **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.

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## **APPLICATION PROCESS**

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

- a cover letter describing the applicant's qualifications, skills and experience necessary to perform the job;
- a current resume, including a list of at least three professional references; federal judicial references are preferred;
- a law school transcript; and
- 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): [www.vaed.uscourts.gov](http://www.vaed.uscourts.gov).

In the same email, please submit also submit TWO writing samples consisting of (1) an analysis of a complex criminal issue and (2) an analysis of a complex civil matter. These samples should be primarily the work of the applicant and not heavily edited or rewritten by others.

Applicants selected for an interview will be asked to participate in a remote/zoom interview with the judge's staff and then a remote/zoom interview with the judge; successful candidates will then be asked to visit Norfolk for an in-person interview with the judge.

**The United States District Court is an Equal Opportunity Employer**