



Temporary Law Clerk

U.S. DISTRICT COURT- EASTERN DISTRICT OF VIRGINIA

WEBSITE :

www.vaed.uscourts.gov

PHONE:

703-299-3324

Announcement #:

FY 26-03N

Location:

Norfolk, VA

Appointment:

Full-time/Temporary

Open Until Filled

Grade/Salary Range:

- JSP 11-13 (\$75,038 - \$106,950)
- Actual starting salary dependent upon qualifications.

The Consolidated Human Resources Department of the U.S. District Court for the Eastern District of Virginia is comprised of professional staff, providing administrative, operational and law enforcement support to more than 25 federal judges located across four geographical divisions. The district enjoys a friendly and talented staff, an interesting and evolving workload, and excellent agency relationships across the Executive and Judicial Branches of the U.S. Government.

POSITION OVERVIEW

The U.S. District Court for the Eastern District of Virginia is seeking qualified applicants for a full-time Temporary Law Clerk to United States District Judge Jamar K. Walker. **This temporary position is for a minimum of six (6) weeks beginning in February 2026 and is not covered by benefits.**

This position requires legal research and writing assistance, preparing bench memos, drafts orders and opinions, communicating with counsel regarding case management and procedural requirements, and assisting the Judge during courtroom proceedings.

MINIMUM QUALIFICATIONS

The Temporary Law 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 must meet multiple deadlines in a timely and organized fashion and must be able to produce written materials (i.e. orders, opinions, etc.) quickly and accurately. Flexibility to meet demanding deadlines and a concomitant strong work ethic are both required. Candidates must maintain a courteous and professional demeanor within chambers, the Court, and the Bar, and before the public.

BENEFITS

This position is not covered by benefits.

SALARY QUALIFICATIONS

JSP Grade 11 (\$75,038): Law school graduate, bar membership not required.

JSP Grade 12 (\$89,939): 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 (\$106,950): 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.

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. Conditional offer pending successful background investigation.

APPLICATION INFORMATION

Applicants should submit a cover letter, detailed resume, law school and undergraduate transcripts, three (3) recommendation letters, and one writing sample. Materials should be sent directly to chambers; do not submit materials through OSCAR. The writing sample should be an example, on paper, of legal writing that is not heavily edited or reviewed by others and should be comprised of persuasive legal analysis. **Application packages received by December 01, 2025, will be given priority consideration. Applicants must submit packages via email to Quinn Etchison, Career Law Clerk at jkw_chambers@vaed.uscourts.gov.**

All applications will be reviewed to identify the best qualified candidates. Only applicants selected for an interview will be notified. Applicants not selected for an interview will not receive notice concerning the status of their application.

THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF VIRGINIA IS AN EQUAL OPPORTUNITY EMPLOYER