

VACANCY ANNOUNCEMENT 2016-5

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TENNESSEE

DATE: February 10, 2016

POSITION TITLE: Judicial Term Law Clerk

LOCATION: Knoxville, TN

SALARY: JSP 11/1 to JSP 13/10 (\$59,246 to \$109,781)* depending on qualifications and experience.

CLOSING DATE: March 11, 2016

POSITION OVERVIEW:

The position is for a one- or two-year term and is expected to begin in August 2016. The Judicial Term Law Clerk researches issues of law; drafts bench briefs, orders and memorandum opinions; attends trials and other court proceedings; and acts as an advisor on legal issues to the Honorable R. Leon Jordan and the Honorable Thomas W. Phillips, Senior United States District Judges. The caseload will be mostly civil, with the possibility of some criminal and/or prisoner case responsibilities. There is regular interaction with the Judges and other law clerks concerning legal and court-related issues. This position may require occasional travel, perhaps overnight, within the Eastern District of Tennessee. Effective interaction with other chambers staff, Clerk's Office staff, and members of the bar is essential to this position.

MINIMUM QUALIFICATIONS:

Applicants must be law school graduates with excellent research and writing skills. The ability to orally present complicated legal matters to judges in a concise manner is required, as is proficiency in Microsoft Word and Adobe Acrobat Pro. Applicants who possess one or more years of relevant post-graduate or federal clerkship experience are highly preferred. High academic standing, law review membership, moot court participation, and/or bar membership is preferred. Publication of a noteworthy article will also be considered.

GENERAL QUALIFICATIONS:

For appointment at a JSP Grade 11, an applicant must be a law school graduate from a law school of recognized standing and have demonstrated one of the following accomplishments or proficiencies:

- Graduation in the upper third of a law school class;
- Experience on the editorial board of a law review;
- Graduation from law school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

For appointments to JSP Grades 12 or 13, an applicant must also be a member of the Bar of a state, territorial, or Federal Court of general jurisdiction and must possess the following year(s) of full-time legal work experience after graduation from law school:

- JSP 12 - one year of legal work experience
- JSP 13 - two years of legal work experience

BENEFITS:

Judicial Law Clerks appointed to “term” appointments (limited to 4 years or less) are subject to Social Security and Medicare deductions, and are eligible for some of the same benefits as other federal employees such as:

- Ten paid federal holidays per calendar year.
- Participation in the Federal Employees Health Insurance (FEHB) Program, the Federal Employees Dental and Vision Insurance Program (FEDVIP) and the Federal Employees Group Life Insurance (FEGLI) Program.
- Supplemental benefits include health and dependent care reimbursement accounts, commuter benefits, and long-term care insurance.
- Term law clerks are not eligible to participate in the Federal Employees Retirement System (FERS) or the Thrift Savings Plan (TSP).

CONDITIONS OF EMPLOYMENT:

- U.S. District Court employees serve under “Excepted Appointments” and are considered “at will.” Employment can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the *Code of Conduct for Judicial Employees* and are subject to strict confidentiality requirements.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- Applicants must be U.S. citizens or eligible to work in the United States.

APPLICATION PROCESS:

Submit one document in PDF format via e-mail to both jordan_chambers@tned.uscourts.gov and phillips_chambers@tned.uscourts.gov that includes the following:

- A cover letter addressing the qualifications, skills and experience necessary to perform the job;
- A resume, including a list of professional references;
- One writing sample of no more than ten pages in length; and
- A completed AO 78, Application for Federal Judicial Branch Employment (available on the court’s website at www.tned.uscourts.gov/docs/ao78.pdf)

INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN ONE PDF DOCUMENT MAY NOT BE CONSIDERED. No phone calls.

- Only applicants selected for an interview will be notified.
- Employment references may be checked prior to a job offer.
- The successful candidate will undergo a mandatory FBI fingerprint check/background investigation and will be considered a provisional employee pending successful completion of the investigation.
- The court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE**