

VACANCY ANNOUNCEMENT 2018-3

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TENNESSEE

DATE: June 6, 2018

POSITION TITLE: Judicial Law Clerk – Career OR Term

LOCATION: Greeneville, TN

SALARY: JSP 11/1 to JSP 14/10 (\$61,218 to \$134,038)
Dependent upon qualifications and experience in accordance with the
Judicial Salary Plan

CLOSING DATE: June 25, 2018

POSITION OVERVIEW:

The position is for a one (possibly two) year term and is expected to begin as soon as possible. The Court will consider making the position a career clerk position. The Judicial 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 J. Ronnie Greer, United States District Judge. The caseload in the jurisdiction is heavy, and the types of cases presented, both civil and criminal, are varied. There is daily interaction with Judge Greer. Effective interaction with other chambers staff, Clerk's Office staff, and members of the bar is essential to this position. The position also entails the various administrative duties required by chambers.

MINIMUM QUALIFICATIONS:

Applicants must be law school graduates with excellent research and writing skills. Applicants must possess PC proficiency in Microsoft Office (primarily 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, 13, or 14, 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

- JSP 14 - three years of legal work experience *Two of the three required years of legal work experience must have been served in the federal judiciary as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk.

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.

BENEFITS:

Judicial Law Clerks 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 Benefits (FEHB) Program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), and the Federal Employees Group Life Insurance (FGLI) Program.
- Supplemental benefits including health and dependent care reimbursement accounts, commuter benefits, and long-term care insurance.
- Career law clerks are eligible to participate in the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (TSP).
- Term law clerks (limited to 4 years or less) are not eligible to participate in the Federal Employees Retirement System (FERS) or the Thrift Savings Plan (TSP); however, they are subject to Social Security and Medicare deductions.

APPLICATION PROCESS:

Submit one document in PDF format via e-mail to LeAnna.Wilson@tned.uscourts.gov that includes the following:

- A cover letter which addresses the qualifications, skills, and experience necessary to perform the job;
- A resume, including a list of professional references;
- Two writing samples, each 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 <http://www.tned.uscourts.gov/sites/tned/files/ao78.pdf>).

Multiple submissions are not required. If applicants wish to also apply for Vacancy Announcement 2018-4, then state the intention in the body of the e-mail.

INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN ONE PDF FILE MAY NOT BE CONSIDERED.

- 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**