

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TENNESSEE**

***VACANCY ANNOUNCEMENT 2024-7***

**DATE:** December 5, 2024

**POSITION TITLE:** Judicial Law Clerk – Term

**LOCATION:** Chattanooga, TN

**SALARY:** JSP 11/1 to JSP 13/10 (\$72,553 to \$134,435)  
Starting salary is dependent upon qualifications and experience in accordance with the Judicial Salary Plan.

**CLOSING DATE:** Open until filled with first preference given to applications received by December 27, 2024.

**POSITION OVERVIEW:**

The position is for a one-year term and is expected to begin on January 7, 2025. The position may be extended without further competition. The Judicial Law Clerk researches issues of law, drafts bench briefs and opinions, attends motion hearings and other court proceedings, and acts as advisor, making recommendations based on the law. The caseload in the jurisdiction is heavy, and the types of cases presented, both civil and criminal, are varied. Effective interaction with other chambers staff, Clerk’s Office staff, and members of the bar is essential to this position.

The law clerk in this position will assist in managing a Magistrate Judge’s criminal and civil caseload. This caseload consists of motions and other pretrial matters, which often require quick resolution, as well as other matters which require devoting more extensive time to address. The law clerk will also work with the Magistrate Judge to address numerous administrative law cases. The nature of the matters presented to the Magistrate Judge is serious and the caseload is heavy, but the office environment is personable. There is daily interaction with the Judges and other law clerks concerning legal and court-related issues. The law clerk also will be expected to answer phone calls and perform administrative tasks, as needed. The position is full-time, and the successful applicant will be expected to complete 40 hours of work per week, generally between the hours of 8 a.m. and 5 p.m.

**QUALIFICATIONS:**

Applicants must be law school graduates (upon the beginning of the clerkship) with strong academic records who possess excellent research and writing skills. Candidates also must possess strong case management skills and the ability to work independently in a production-oriented, high-volume environment. The ability to orally present complicated legal matters to judges is required, as is proficiency in Microsoft Word. Candidates who possess one or more years of relevant post-graduate or federal clerkship experience are highly preferred. High academic standing (top 25%), law review membership, moot court participation, and/or bar membership is likewise preferred. Publication of a noteworthy article will also be considered.

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:

- Eleven 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 (FEGLI) Program.
- Supplemental benefits including 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).

### **APPLICATION PROCESS:**

Submit one document in PDF format via e-mail to [human\\_resources@tned.uscourts.gov](mailto:human_resources@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;
- One to two writing samples, with each submitted being no more than ten pages in length; and
- A completed [AO 78, Application for Federal Judicial Branch Employment](#).

**Incomplete submissions may not be considered.**

### **DISCLOSURES:**

- Applicants must be U.S. citizens or eligible to work in the United States.
- Only applicants selected for an interview will be notified. The Court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.
- 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.
- 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).
- 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.