

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TENNESSEE

VACANCY ANNOUNCEMENT 2025-10

DATE: August 20, 2025 – Amended August 26, 2025

POSITION TITLE: Judicial Law Clerk – Term

LOCATION: Greeneville, TN

SALARY: JSP 11/1 to JSP 13/10 (\$73,939 to \$137,000)
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 October 1, 2025.

POSITION OVERVIEW:

The position is for a one to two-year term, to be determined, and is expected to begin in August 2026. 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, to the Honorable Cynthia Richardson Wyrick, United States Magistrate 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 Wyrick. 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 the Magistrate Judge's criminal and civil caseload and must be able to work quickly, efficiently and accurately under time pressure. This caseload consists of civil and criminal motions and other pretrial matters, as well as civil consent cases, including administrative law cases. While the work to be performed is serious, these serious matters are addressed in an office environment that is personable and collaborative. The law clerk also will be expected to 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 Monday through Friday 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 Wyrick_Chambers@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;
- An unofficial law school transcript;
- 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.