

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

***VACANCY ANNOUNCEMENT 2023-3***

**DATE:** May 24, 2023

**POSITION TITLE:** Temporary Judicial Law Clerk

**LOCATION:** Chattanooga, Knoxville, or approved telework location

**SALARY:** JSP 11/1 to JSP 13/10 (\$69,107 to \$128,043)  
Starting salary is dependent upon qualifications and experience in accordance with the Judicial Salary Plan.

**CLOSING DATE:** Open Until Filled - Priority consideration will be given to applications received by June 7, 2023.

**POSITION OVERVIEW:**

The appointment is expected to begin on June 20, 2023, and last for approximately six weeks. The Temporary Judicial Law Clerk primarily researches issues of law and drafts opinions, in addition to making recommendations based on the law to Judge Atchley. The caseload in the jurisdiction is heavy, and the types of cases presented, both civil and criminal, are varied. Effective interaction with Judge Atchley, other chambers staff, Clerk's Office staff, and members of the bar is essential to this position.

**QUALIFICATIONS:**

Applicants must be law school graduates (upon the beginning of the clerkship) with strong academic records and possess excellent research and writing skills. Candidates who possess one or more years of relevant post-graduate or federal clerkship experience are highly preferred. Candidates must be able 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. High academic standing, law review membership, moot court participation, or bar membership is preferred.

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 or a moot court board;
- 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:**

Due to the duration of the appointment, the position is not eligible for benefits.

Current Judiciary employees transferring without a break in service will maintain their current benefits.

**APPLICATION PROCESS:**

Interested qualified applicants may apply through [OSCAR](#) or by sending a cover letter, resume, law school transcript, and writing sample to [atchley\\_chambers@tned.uscourts.gov](mailto:atchley_chambers@tned.uscourts.gov) with the subject line "Temporary Position." 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.