

UNITED STATES DISTRICT COURT
Western District of North Carolina

Announcement Number: 23-10

Position Title: Judicial Law Clerk, Term

Grade Level: JSP 11-13

Position Location: Charlotte, North Carolina

Open Date: **October 10, 2023**

Closing Date: **October 27, 2023**

POSITION OVERVIEW

Applications are invited for the position of Term Law Clerk to a United States District Court Judge based in the Charlotte Division of the United States District Court for the Western District of North Carolina. This position is anticipated to cover at least a one-year term (with preference for a term of at least two years), though may be extended at the discretion of the successful applicant and the Judge for an additional period not to exceed a total of four years.¹ This position also carries 35-40% of administrative duties in support of the judge.

Principal duties of the position include:

- Review legal submissions (such as motions, petitions, supporting and opposing briefs), research and identify issues, prepare bench memoranda, and draft orders and opinions for Judge Whitney's review in a wide variety of practice areas in both civil and criminal cases. This position will carry significant criminal case responsibilities.
- Manage docket and prioritize projects to ensure prompt resolution of disputes and adherence to case management deadlines.
- Schedule and attend court proceedings, including hearings and trials in civil and criminal cases.
- Perform administrative functions such as preparing, reviewing, and submitting various reporting forms to the Fourth Circuit Court of Appeals and Administrative Office of the Courts; docketing in electronic case filing (CM/ECF) system; communicating with attorneys; and scheduling.
- Coordinate with personnel in the Clerk's office, U.S. Marshals Service, Probation office, and other judicial chambers to ensure efficient disposition of cases.
- Keep abreast of changes in the law.
- Performing administrative and other duties as assigned.

¹ No individual is permitted to serve in the Judiciary for more than four years (whether full-time or part-time) in a Term Law Clerk capacity on or after September 18, 2007. Service as a Term Law Clerk prior to September 18, 2007 will not be counted toward the four-year limit.

REQUIRED QUALIFICATIONS

The following educational and professional qualifications are required:

- A juris doctor degree awarded by a law school accredited by the American Bar Association;
- Strong academic credentials;
- Superior analytical ability and outstanding legal research and writing skills; and
- Highly proficient computer and word processing skills.

Preference may be given for: (1) experience in a prior federal clerkship or other comparable position; (2) participation in law review or moot court activities; or (3) experience in the practice of law, particularly in civil matters.

Candidates must also possess the following personal skills and characteristics:

- Excellent interpersonal skills, including the ability to communicate effectively, both orally and in writing;
- Superior organizational skills, including the ability to work independently on multiple tasks in a high-volume environment;
- A high level of maturity, being responsible and exercising good judgment; and,
- Exceptional integrity and professionalism, including with respect to work product, attitude, and demeanor.

COMPENSATION AND BENEFITS:

The pay rate offered is dependent upon the applicant's qualifications and Judicial Officer Approval.

<u>JSP Grade Level</u>	<u>Legal Work Experience (Post graduation)</u>	<u>Bar Membership</u>
JSP Grade 11 - \$70,370	0	No
JSP Grade 12 - \$84,345	1 Full-Time Year	Yes
JSP Grade 13 - \$100,297	2 Full-Time Years	Yes

****Please note, these figures will increase after January 1, 2024, due to the cost-of-living adjustment.****

The judiciary offers several exceptional benefits to its employees. As a judiciary employee, the successful candidate may be eligible to participate in the following benefits programs:

- Health Insurance
- Dental and Vision Insurance
- Life Insurance
- 13 Federal Holidays per year
- Flexible Spending Accounts (Medical and Dependent Care)
- Commuter Benefit Program

Additional information about federal judiciary benefits and compensation can be found on the United States Courts website career page at: <http://www.uscourts.gov/Careers.aspx>

HOW TO APPLY:

Applicants must submit the following;

INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED

- **Cover letter and résumé (including day and evening telephone numbers)**
- **AO78 Application for Federal Judicial Branch Employment – This is located on the court’s website at <http://www.ncwd.uscourts.gov/employment>**
- **Law school transcript/grade sheet**
- **One (1) unedited writing sample not to exceed seven (7) pages²**
- **List of Three (3) references (which may be set forth in the cover letter or résumé). Do not send recommendation letters unless specifically requested.**

Complete applications should be submitted via e-mail to hr@ncwd.uscourts.gov All application materials should be sent as a **single PDF document**. Please reference Job Announcement 23-10.

INFORMATION FOR APPLICANTS

Applicants must be U.S. citizens or eligible to work in the United States. Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are considered “at will” positions. Successful employment with the United States Courts is based on acceptable performance. The court requires employees to adhere to the Code of Conduct for Judiciary Employees which is available upon request.

This is a sensitive position within the Judiciary. The selected candidate will be subject to a criminal history background check and a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

The United States District Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Judge may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

The court is not authorized to reimburse travel expenses for interviews or relocations. This position is subject to mandatory electronic direct deposit of salary payments.

The Judiciary is an Equal Employment Opportunity Employer

² The submitted writing sample should be the applicant’s own work and should not reflect significant revision or edits by others. To the extent the applicant is unable to provide an unedited writing sample, the applicant shall clearly so state and provide an explanation.