



**United States District Court
Eastern District of New York
Office of the Clerk**
www.nved.uscourts.gov

**October 10, 2014
Vacancy Announcement – #14-19/CTLAWCLK**

**Judicial Law Clerk (2 positions)
(Term position - not to exceed September 30, 2017)
Brooklyn Courthouse – 225 Cadman Plaza East**

**Salary range: JSP 11/1- 13/1 (\$78,361-\$92,182), commensurate with education and experience.
Closing date for receipt of resumes: Monday, November 10, 2014 or open until filled**

Position Overview:

The United States District Court, EDNY seeks two judicial law clerks. The law clerks will provide legal support to the judges of the district by relieving the congestion of cases pending before the court. The clerkship term will not exceed September 30, 2017.

Representative Duties:

Duties include, but are not limited to: reviewing legal submissions; performing legal research; drafting bench memoranda, orders, and opinions addressing a wide range of issues arising in civil and criminal litigation; and preparing for court proceedings including conferences, hearings, and oral arguments. The law clerks will also perform case management through the Case Management/Electronic Case Filing (CM/ECF) system, as well as administrative functions such as editing, proofreading, scheduling, and communicating with court staff and litigants. Law clerks work cooperatively with other members of a judge's staff in order to effectively support the judge in fulfilling his/her judicial responsibilities.

Required Qualifications:

Applicants must be law school graduates (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school approved by either the American Bar Association or the Association of American Law Schools. Applicants who graduated in the top 30% of their law school class, who have experience on the editorial board of a law review or law journal, and who have moot court experience are strongly preferred. Post-law school legal work experience is also strongly preferred. To qualify for grade 12, one year of legal work experience following law school graduation and member of the bar in any federal or state jurisdiction is required. To qualify for grade 13, two years of legal work experience following law school graduation in addition to bar membership is required.

Benefits:

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are "at will" and can be terminated with or without cause. Optional federal benefits include group health and life insurance, long-term care insurance, and dental and vision insurance. These positions are subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

Applicant Information:

The 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. Incomplete applications will not be considered.

Applicants must be U.S. citizens or eligible to work in the United States. Employees must adhere to the Code of Conduct for Judicial Employees. As a condition of employment, selectees considered for these positions are required to undergo an FBI criminal background check. The selectees may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check.

To receive consideration, qualified applicants should submit an application package through the Federal Judiciary's Online System for Clerkship Application and Review (OSCAR) at <https://oscar.uscourts.gov/>.

Only complete application packages will be considered. Due to the volume of applications received, the Court will communicate only with those individuals who are invited for a personal interview. The court reserves the right to conduct interviews prior to the closing date for receipt of applications.

The U.S. District Court is an Equal Opportunity Employer.