



**United States District Court
District of New Mexico
Office of the Clerk**

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Albuquerque, NM 87102
Telephone: 505-348-2000

**NOTICE OF JOB OPPORTUNITY
UNITED STATES DISTRICT COURT, DISTRICT OF NEW MEXICO**

Vacancy Announcement #: 14-ABQ/JSP-3

ANNOUNCEMENT DATE: May 28, 2014

CLOSING DATE: June 13, 2014, or until filled

POSITION: Temporary Law Clerk (Full-time)
Temporary position ends September 30, 2014

STARTING LEVEL/SALARY: JSP 11/1 to JSP 13/10 (\$57,982 to \$107,434 Annual)
(Depending on Qualifications)

LOCATION: Albuquerque, New Mexico

POSITION OVERVIEW

The Law Clerk provides legal support to the Court by conducting legal research and preparing legal documents such as orders, memoranda and draft opinions; case management; court calendar monitoring; and performing other duties as assigned. The law clerk in this position will primarily work on civil matters. Successful candidate must comply with the requirements of the Judicial Conference of the United States Courts and the *Guide to Judiciary Policy*.

This is a Full-time Temporary position (40 hours per week, 80 hours per pay period; **position ends September 30, 2014**).

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

Requires a Juris Doctorate degree. To qualify for the position of law clerk on the personal staff of a federal judge, a person must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have one or more of the following attributes:

- ◆ Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- ◆ Experience on the editorial board of a law review of such a school;
- ◆ Graduation from such a school with an LLM degree; or
- ◆ Demonstrated proficiency in legal studies, which in the opinion of the judge, is the equivalent of one of the above.

To qualify for level JSP Grade 12, an individual must have one year of legal work experience after graduation from law school, and must be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction.

To qualify for level JSP Grade 13, an individual must possess two years of legal work experience after graduation from law school, and must be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction.

COURT PREFERRED EXPERIENCE/QUALIFICATIONS

Progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school is a plus. Strong legal research and writing skills are a must. Organizational skills, Internet research skills, and skill with WordPerfect and MS Word are essential. Previous federal law clerk experience or private sector litigation experience is desired. Experience or interest in civil law is preferred.

PERSONAL CHARACTERISTICS

- ◆ Successful candidate should possess good judgment and good analytical skills; should demonstrate initiative; should possess a strong work ethic; should maintain a professional appearance and demeanor at all times; should be able to work quickly and harmoniously with others in a team-based environment; and, must be able to communicate effectively, both orally and in writing.
- ◆ This position requires excellent attendance, punctuality, and flexibility with work hours.
- ◆ Necessary skills and abilities to manage the judge's office in a professional, organized manner while exercising complete discretion in the handling of confidential and sensitive matters.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service Appointments; Excepted Service Appointments are “at will” and can be terminated with or without cause by the court.
- ◆ The United States District Court requires employees to adhere to a code of Ethics and Conduct.
- ◆ Applicants are subject to a criminal background investigation as a condition of employment. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ Travel for an interview and relocation expenses will not be reimbursed.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ Direct deposit (EFT) of salary earnings is required.

BENEFITS

A generous benefits package is available to full-time employees which may include:

- ◆ Paid federal holidays
- ◆ *For federal employees transferring without a break in service from a previously covered position only:* Optional participation in Federal Employees Health Benefits, Federal Employees Group Life Insurance, the Flexible Benefits Program, Long-Term Care Insurance and private long term disability plan options; Retirement benefits (FERS or FERS RAE); Thrift Savings Plan
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter with three references, current résumé, and *AO-78 (Federal Judicial Branch Application for Employment) by email to: usdcjobs@nmcourt.fed.us.**

PLEASE INCLUDE “TEMPORARY LAW CLERK” IN THE SUBJECT LINE.

* The AO-78 can be downloaded at www.uscourts.gov.

Applications must be submitted in ONE PDF document.

Illegible or incomplete applications may result in loss of consideration for the position. Applications must be received by the deadline. PDF format is required. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted. The U.S. District Court reserves the right to amend or withdraw any 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