



**United States District Court
District of New Mexico
Office of the Clerk**
333 Lomas Blvd. NW, Suite 270
Albuquerque, NM 87102
Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY
U.S. District Court, District of New Mexico
The Honorable Martha Vazquez, Chief U.S. District Judge

POSITION: Chambers (Career) Law Clerk, Full-time

ANNOUNCEMENT DATE: November 24, 2008

CLOSING DATE: January 4, 2009, or until filled

LOCATION: Santa Fe, New Mexico

SALARY: JSP 12/1 to JSP 14/10 (\$65,315 to \$119,314)
Depending on Qualifications

POSITION OVERVIEW:

The Chambers Law Clerk provides legal support to the Chief U.S. District Judge by conducting legal research and preparing legal documents such as orders, memoranda and draft opinions; case management; court calendar monitoring; becoming thoroughly familiar with the Case Management/Electronic Case Filing (CM/ECF) system; and performing other duties as assigned. A law clerk will primarily work on criminal, habeas corpus and a variety of civil cases. Overnight travel to divisional offices within New Mexico is also required.

QUALIFICATIONS:

Requires a Juris Doctorate degree and a minimum of one year progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while on military duty may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school. Strong legal research and writing skills are a must. Organizational skills, Internet research and WordPerfect skills are essential. Previous federal law clerk experience or private sector litigation experience is desired. Experience or interest in criminal law is preferred.

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. Full-time salary range is \$65,315 to \$84,913.

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. Full-time salary range is \$77,670 to \$100,976.

To qualify for level JSP Grade 14, an individual must possess three 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. In addition, two years of federal chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk experience is required in order to be appointed at or promoted to JSP-14. Full-time salary range is \$91,781 to \$119,314.

PERSONAL CHARACTERISTICS:

Successful candidate should possess tact and good judgment; should demonstrate initiative; should maintain confidentiality of work; 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; must be able to communicate effectively, both orally and in writing. This position requires excellent attendance, punctuality, and flexibility with work hours.

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. This position is subject to EFT (direct deposit of salary earnings). Travel and relocation expenses for an interview will not be reimbursed. The court provides reasonable accommodation to applicants with disabilities.

BACKGROUND INVESTIGATION:

This is a sensitive position within the judiciary. As a condition of employment, background checks or investigations are now mandatory for all new employees who are appointed to positions in the federal courts. Individual may be hired provisionally pending successful completion of the necessary records checks.

BENEFITS:

Federal Employees Retirement System (FERS), Thrift Savings Plan (TSP), 10 federal holidays, Optional Federal Employees Health Benefits (FEHB) program, Optional Federal Employees Group Life Insurance (FEGLI), Optional SHPS Flexible Spending Accounts, and Optional CNA Long-term Care Insurance.

APPLICATION INFORMATION:

Qualified applicants must mail a letter of interest, current resume with three professional references, and a writing sample to:

United States District Court
Administrative Services Division
ATTN: Sandi Sanchez
333 Lomas Blvd. NW, Suite 270
Albuquerque, New Mexico 87102

Applications are also accepted via email to usdcjobs@nmcourt.fed.us. However, illegible or

incomplete applications may result in loss of consideration for the position. Applications must be received by the deadline. PDF format is required for e-mailed applications. Documents which cannot be downloaded by the court cannot be considered.

PLEASE CHOOSE ONLY ONE METHOD TO SUBMIT YOUR APPLICATION.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. 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 original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER