

## POSITION ANNOUNCEMENT

### UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF TENNESSEE

APRIL 11, 2016

**POSITION:** Court Law Clerk (full-time position funded through September 2018)

**ANNOUNCEMENT NO.:** 16/05

**DUTY LOCATION:** Nashville, Tennessee

**GRADE LEVEL:** JSP 12 Step 1 (\$71,012) to JSP 13 Step 10 (\$109,781), depending on experience and qualifications

**START DATE:** Position available immediately

**OPEN PERIOD:** The position is open until filled with first preference given to resumes received by Friday, April 22, 2016.

#### REPRESENTATIVE DUTIES:

- Performs legal research and analysis primarily in civil cases, as assigned by district judges.
- Prepares draft memoranda, bench briefs and opinions, as requested.
- Performs other duties as assigned.

#### MANDATORY QUALIFICATION REQUIREMENTS:

Eligibility: Starting salary is dependent upon qualifications, prior years of legal work experience and bar admission. For appointment at JSP 12, the applicant must have one year of legal work experience after graduation from law school and bar membership. For appointment at JSP 13, two years of legal work experience after graduation from law school and bar membership are required.

Other Requirements: The following minimum qualifications are preferred: (1) law school graduate in the upper third of the graduating class from a law school of recognized standing; (2) at least 2 years of law firm or equivalent practice experience; (3) good character, maturity, and willingness to work long hours, if necessary; (4) excellent skills in research, writing, proofreading, communication, and source and cite checking; (5) proficient in computer-assisted legal research; (6) ability to organize work, manage time effectively, establish priorities, and meet tight deadlines

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while working independently under limited guidance and direction. Candidates must demonstrate an ability and willingness to work collegially with others and to maintain court confidentiality requirements. Compliance with the Code of Conduct for Judicial Employees is required.

### **BENEFITS:**

- 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years
- 20 days per year leave after the first three years and 26 days per year after 15 years
- Sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in Federal Employee Health Benefits, Life Insurance, Flexible Benefits programs
- Optional long-term care insurance and disability plans
- Credit for prior government service

### **CONDITIONS OF EMPLOYMENT:**

- Employee must be a U.S. citizen or eligible to work in the U.S.
- Employees are required to adhere to the Code of Conduct for Judicial Employees a copy of which is available upon request.
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted Service Appointments are “at will” and can be terminated at any time with or without cause.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit
- Final candidate is subject to a background check.

### **APPLICATION PROCESS:**

Interested applicants should submit **one PDF document** that contains a cover letter, resume, transcript, writing sample, and 2-3 letters of recommendation to [applications@tnmd.uscourts.gov](mailto:applications@tnmd.uscourts.gov) with the subject line “Court Law Clerk.” If letters of recommendation are not readily available, such letters must be submitted as soon as practicable. The position is open until filled with first consideration given to applications received by Friday, April 22, 2016. The best qualified applicants will be invited for a personal interview. Travel and relocation expenses will not be reimbursed.

EQUAL OPPORTUNITY EMPLOYER