



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE**

**POSITION ANNOUNCEMENT
August 23, 2024**

POSITION TITLE: Judicial Law Clerk to U.S. District Judge Eli Richardson

ANNOUNCEMENT NO.: 2024-6

DUTY LOCATION: Nashville, Tennessee

GRADE LEVEL: JSP 13 (\$103,409) to JSP 14 (\$158,860) Starting salary commensurate with qualifications and work experience.

OPEN PERIOD: Open until filled.

POSITION OVERVIEW:

The Honorable Eli Richardson, United States District Judge, invites applications for the position of Career Law Clerk. This position will commence in Fall 2024 and is a career law clerk position, rather than a term or temporary law clerk position.

Career law clerk duties will include reviewing briefs and other case filings, performing legal research, writing bench memoranda, attending trials and hearings as necessary, and drafting orders and opinions in a wide variety of civil and criminal cases. The Career Law Clerk also performs clerical/administrative functions for chambers and works cooperatively with other members of the judge's staff and outside personnel, effectively supporting the judge in fulfilling his judicial responsibilities.

The successful candidate will report daily to the Fred D. Thompson U.S. Courthouse & Federal Building in Nashville, Tennessee, unless otherwise authorized in advance.

DUTIES AND RESPONSIBILITIES:

- Research and analyze novel and complex legal issues.
- Draft orders and memorandum opinions for the judge's review.
- Prepare bench memoranda and other written materials for motions hearings and trial proceedings.
- Provide information and guidance to the judge on individual cases, as directed.
- Monitor significant changes in federal statutes, sentencing guidelines, and Supreme Court and Sixth Circuit precedent.
- Attend trials and hearings, as directed.
- Monitor dockets of all pending cases.
- Serve as Chambers liaison for all outside personnel, including other District and Magistrate Judges, the Clerk of Court, Clerk's Office, Probation and Pretrial Services Office, and the Administrative Office of the U.S. Courts.
- Train and assist term judicial law clerks, as required.
- Perform other legal and administrative duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

At the time of appointment, the candidate must possess the following minimum requirements:

- Be a law school graduate from a law school of recognized standing.
- Standing within the top 10% of the law school class and law review editorial board experience preferred, but not required. Demonstrated proficiency in legal studies, which in the opinion of the judge, is the equivalent of one of the above.
- Be a licensed attorney.
- Possess superior research and writing skills.
- Be proficient in computer assisted research, Windows, and Word.
- Exhibit strong analytical ability.
- Demonstrate excellent verbal and interpersonal skills.
- Have at least two years of legal experience after law school (federal judiciary law clerk experience is preferred, but not required).

To qualify for JSP 13/1, an applicant must have at least two years legal work experience after graduation from law school and be a member of the bar of a state, territory, or other federal court of general jurisdiction. To qualify for JSP 14/1, an applicant must have three or more years of legal work experience after graduation from law school, bar membership, and at least two of the three years of required experience must have been served in the federal judiciary.

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 must comply with court confidentiality requirements, including handling confidential information in a variety of contexts.
- 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 and subsequent favorable suitability determination.

APPLICATION PROCESS:

Qualified applicants should submit a complete packet in **one PDF document** that contains a letter of interest, resume, salary history, law school transcript, two substantial writing samples which reflect no more than de minimis editing by a third party, and three professional references who can attest to the applicant’s ability to deliver a superior legal product in a timely fashion while working under limited guidance and direction. Please email the pdf document to applications@tnmd.uscourts.gov with the subject line “Judicial Law Clerk.”

The best qualified applicants will be personally interviewed. Applicants who do not submit all required materials will not be considered.

THE UNITED STATES DISTRICT COURT FOR THE MIDDLE DISTRICT OF TENNESSEE
IS AN EQUAL OPPORTUNITY EMPLOYER