UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE

September 16, 2026

POSITION TITLE: Judicial Law Clerk (full-time temporary position funded through March 31, 2027)

ANNOUNCEMENT NO.: 2026-8

DUTY LOCATION: Nashville, Tennessee

GRADE LEVEL: JSP 11/1 ($74,678) Starting salary commensurate with qualifications and work experience

START DATE: Position available October 1, 2026

OPEN PERIOD: Open until filled

POSITION OVERVIEW:

The United States District Court for the Middle District of Tennessee is seeking qualified candidates for a temporary judicial law clerk. The appointment will begin approximately October 1, 2026, for a six-month term ending March 31, 2027, with the possibility of extension if additional funding is approved and performance is satisfactory. The incumbent will assist the Chief District Judge with a heavy caseload. The types of cases presented are varied, with an emphasis on cases arising under the Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification, and Tracking Act of 2004, as amended. This position is located in Nashville, Tennessee, with the option to work remotely for a well-qualified candidate.

REPRESENTATIVE DUTIES:

- Performs substantive legal research and analysis and communicates results to the judge orally and in writing;
- Reviews motions, briefs, and records and prepares draft orders, reports, memoranda, and opinions;

- Assists the judge in preparing for hearings, trials, and other proceedings;
- Interacts with chambers staff and other court personnel; and
- Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

To qualify for the position at a JSP Grade 11, one must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) and have demonstrated at least **one** of the following accomplishments or proficiencies:

- High academic achievement, with standing within the upper third of the law school class;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies and experience that, in the opinion of the appointing judge, are equivalent to one of the above.

COURT PREFERRED SKILLS:

Proficiency in Westlaw and/or Lexis. Familiarity with the Federal Rules of Civil and Criminal Procedure and court procedures. Excellent academic credentials. Superior research and writing skills. Strong organizational skills. **Self-motivated with the ability to manage time effectively, establish priorities, juggle competing demands, meet tight deadlines, and perform well under pressure, while working independently under limited guidance and direction.** Exceptional ability to communicate, articulate, and relate to coworkers and others with professionalism and integrity. Applicant must possess proficient typing and personal computer skills. Prior legal experience preferred.

BENEFITS:

Judicial law clerks appointed to temporary positions of more than 90 days up to one year are eligible for the following benefits:

- 11 paid federal holidays per year
- Health benefits under the Federal Employee Health Benefits Program (FEHB)
- Federal Employees Dental and Vision Insurance (FEDVIP)

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. The appointee may be removed from this position at any time if, after reasonable on-the-job training, the appointee fails to perform at a satisfactory level.
- 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 writing samples that have not been edited by anyone other than the applicant, and three 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 - Temporary." For first consideration, applications must be received by close of business on Wednesday, September 30, 2026.

The best qualified applicants will be invited for a personal interview.

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