



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

October 17, 2023

POSITION TITLE: Judicial Law Clerk (full-time position funded through December 31, 2024, with extension contingent upon funding)

ANNOUNCEMENT NO.: 2023-7

DUTY LOCATION: Nashville, Tennessee

GRADE LEVEL: JSP 11 (\$69,107) to JSP 13 (\$98,496) Starting salary commensurate with qualifications and work experience

START DATE: Position available immediately

OPEN PERIOD: Open until filled with preference given to resumes received by Monday, October 30, 2023.

POSITION OVERVIEW:

The United States District Court for the Middle District of Tennessee is seeking a full-time judicial law clerk for a term appointment. The judicial law clerk assists the district judges and is responsible for researching issues of law, drafting proposed orders and memoranda, attending court proceedings when necessary, and making recommendations based on the law. The caseload in the district is heavy, and the types of cases (including pro se cases) presented are varied. The successful candidate will report daily to the Fred D. Thompson U.S. Courthouse & Federal Building in Nashville, Tennessee.

REPRESENTATIVE DUTIES:

- Performs substantive legal research and analysis and communicates results to judges orally and in writing;
- Reviews motions, briefs, and records and prepares draft orders, reports, memoranda, and opinions;
- Assists the judges in preparing for hearings, trials, and other proceedings;

- Provides legal counsel and support to the judges;
- Interacts with chambers staff and other court personnel;
- 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) from a law school approved by either the American Bar Association or the Association of American Law Schools 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 that, in the opinion of the appointing judge, is the equivalent of one of the above.

To qualify for JSP Grade 12, one year of legal work experience after graduation from law school is required; to qualify for JSP Grade 13, two years of legal work experience after graduation from law school is required. With the exception of JSP Grade 11, a bar membership also is required.

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.

BENEFITS:

Judicial law clerks appointed to term appointments for at least one year and one day are eligible for the following benefits:

- 11 paid federal holidays per year
- Health benefits under the Federal Employee Health Benefits Program
- Supplemental dental and vision benefits
- Life insurance
- Flexible Benefits Program for health care and child care reimbursement

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.” For first consideration, applications must be received by close of business on Monday, October 30, 2023.

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