



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

NOTICE OF JOB OPPORTUNITY
UNITED STATES DISTRICT COURT, DISTRICT OF NEW MEXICO

Vacancy Announcement #: 13-ABQ/JSP-3

ANNOUNCEMENT DATE: October 25, 2013

CLOSING DATE: November 29, 2013
Or until filled

POSITION: Career or Term Law Clerk (Part-time, 20 hours)
(Appointment to this position commences on February 3, 2014)

STARTING LEVEL/SALARY: JSP 11 to JSP 14, \$28,704 to \$37,314 Annual
(Depending on Qualifications)

LOCATION: Albuquerque, New Mexico

POSITION OVERVIEW

This position is located in the Albuquerque Office of the U.S. District Court for the District of New Mexico, and is assigned to the Honorable James O. Browning. The Career part-time or Term part-time Law Clerk provides legal support by conducting legal research and preparing legal documents such as orders, memoranda and draft opinions, and performing other duties as assigned. The Law Clerk in this position will work on Civil and Criminal matters. Successful candidate must comply with the requirements of the Judicial Conference of the United States Courts and the *Guide to Judiciary Policy*.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

Requires a Juris Doctorate degree. To qualify for the position of Law Clerk on the personal staff of a federal judge, a person 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 of recognized standing, and have one or more of the following attributes:

- ◆ Graduate from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- ◆ Experience on the editorial board of a law review of such a school;
- ◆ Graduation from such a school with an LLM degree; or
- ◆ Demonstrated proficiency in legal studies, which in the opinion of the judge, is the equivalent of one of the above.

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.

To qualify for level JSP Grade 14, an individual must possess three years of legal work experience after graduation from law school, two of three years of legal work experience must have been served in the federal judiciary as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk, and must be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction.

COURT PREFERRED EXPERIENCE/QUALIFICATIONS

Progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school is a plus. Strong legal research and writing skills are a must. Organizational skills, Internet research skills, and skill with WordPerfect and MS Word are essential. Previous federal law clerk experience or private sector litigation experience is desired. Experience or interest in civil law is preferred.

PERSONAL CHARACTERISTICS

- ◆ Successful candidate should possess good judgment and good analytical skills; should demonstrate initiative; should possess a strong work ethic; 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; and, must be able to communicate effectively, both orally and in writing.
- ◆ This position requires excellent attendance, punctuality, and flexibility with work hours.
- ◆ Necessary skills and abilities to manage the judge's office in a professional, organized manner while exercising complete discretion in the handling of confidential and sensitive matters.

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.
- ◆ After each new appointment or promotion, employees are subject to a one-year probationary period beginning on the date of their appointment. This provides time for the employee to become acquainted with the functions of the new position and allows the appointing official to evaluate the employee's overall performance. There is no appeal process available to any employee dismissed during the probationary period.
- ◆ The United States District Court requires employees to adhere to a code of Ethics and Conduct. Applicants are subject to a criminal background investigation and skills assessment testing.
- ◆ An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ Travel for an interview and relocation expenses will not be reimbursed.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ Direct deposit (EFT) of salary earnings is required.

BENEFITS

A generous benefits package is available to part-time permanent employees which may include:

- ◆ A minimum of 10 paid holidays
- ◆ Optional participation in Federal Employees Health Benefits, Federal Employees Group Life

- Insurance, the Flexible Benefits Program' and Long-Term Care Insurance
- ◆ Retirement benefits (for Career appointments only)
 - ◆ Eligibility for private long term disability plan options
 - ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter with three references, resume, and *AO-78 (*Federal Judicial Branch Application for Employment*)** by email to: usdcjobs@nmcourt.fed.us. Please include "Part-time Career or Term Law Clerk" in the subject line.

* The AO-78 can be downloaded at www.uscourts.gov.

Applications must be submitted in ONE PDF document.

Illegible or incomplete applications may result in loss of consideration for the position. Applications must be received by the deadline. PDF format is required. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted. Interviews may be conducted by videoconference for employees located at other division offices and as necessary. 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 the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER