



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF MISSISSIPPI

OXFORD DIVISION
911 Jackson Avenue, Suite 369
Oxford, MS 38655

DAVID CREWS
Clerk of Court

ABERDEEN DIVISION
301 West Commerce Street, #13
Aberdeen, MS 39730

GREENVILLE DIVISION
305 Main Street, Suite 329
Greenville, MS 38701

NOTICE OF VACANCY

Announcement Number:	18-104
Location:	Aberdeen, Mississippi
Position Title:	Law Clerk to District Judge
Classification Level:	JSP-11 - JSP-13 depending on experience
Salary Range:	JSP-11 - \$61,218 (law school graduate) JSP-12 - \$73,375 (one year post-law school graduation experience and bar membership) JSP-13 - \$87,252 (two years post-law school graduation experience and bar membership)
Type of Appointment:	One Year and/or Two Year Term
Opening Date:	April 4, 2018
Closing Date:	April 19, 2018, or until filled

Position Overview:

This position will be based in Aberdeen, Mississippi, but will entail occasional overnight travel to Oxford and Greenville, and infrequent overnight travel to other sites. Standard federal per diem and travel allowance while performing duties away from home station. The incumbent reports directly to the Magistrate Judge. The Law Clerk will perform or be responsible for the following duties:

- Provides legal support to the judge by conducting legal research and preparing legal documents, such as orders, memoranda, and draft opinions on both civil and criminal cases.
- Close coordination with members of magistrate judge's staff, courtroom deputy, clerk of court's office, and district judges' offices;
- Handling of correspondence and communications with attorneys and public; and strictest confidence required in all matters.

Required Qualifications

Education

- Graduation from accredited law school on approved list of the Association of American Law Schools; top 25% of graduating class, substantial writing experience; law review membership or participation in national moot court competition highly desirable.

Experience

This position requires a detail-oriented self-starter who can maintain strict confidentiality, work well with staff members at all levels, and complete assignments accurately and in a timely manner. Candidates must have excellent communication and organizational skills. Maturity, ethics, and commitment to the law are required. Additionally, the applicant must be proficient in computer assisted research, Windows, WordPerfect, and Microsoft Word.

- To qualify for appointment as a law clerk at the applicable Judiciary Salary Plan (JSP) grade level 11 - 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.
- To qualify for appointment as a law clerk at the applicable Judiciary Salary Plan (JSP) grade level 12 - a person must have at least one year of legal work experience and be a member of the bar of a state, territory, or federal court of general jurisdiction; and
- To qualify for appointment as a law clerk at the applicable Judiciary Salary Plan (JSP) grade level 13 - a person must have at least two years of legal work experience and be a member of the bar of a state, territory, or federal court of general jurisdiction.

Legal Work Experience

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while on military duty may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

Federal legal experience is preferred.

Benefits:

Law Clerks appointed to term appointments for at least one year and one day are eligible for the following benefits:

- Ten (10) paid Federal holidays
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Federal Employees Group Long Term Disability Program (FEG LTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)
- On-site parking
- Fitness facility

To Apply:

Applicants must submit a letter of application, law school transcripts, unedited writing samples, resume and references, along with an original Application for Judicial Branch Federal Employment (Form AO-78) which may be downloaded from our website www.msnd.uscourts.gov. Please mail your complete packet to:

Personnel Specialist
Attn: Position 18-104
911 Jackson Avenue East, Suite 369
Oxford, MS 38655

or email to:

HR@msnd.uscourts.gov
(Attachments must be saved as **one** PDF file)

Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work in the United States.
- The Court requires employees to adhere to the Code of Conduct for Judicial Employees which is available to applicants for review on the court's website at www.msnd.uscourts.gov.
- Employees are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.
- Prior to appointment, the selectee considered for this position is required to undergo a FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination.
- This position is subject to mandatory electronic fund transfer (direct deposit) of federal wages for court employees.

General Information:

- Work is performed in an office setting and professional/business casual attire is required.
- Due to the volume of applications received, the court will contact only those individuals selected for interview. Expenses associated with interviews or relocation will not be reimbursed.
- The Court reserves the right to modify the conditions of this announcement, commence interview immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The United States District Court for the Northern District of Mississippi is an Equal Opportunity Employer