



DAVID CREWS
Clerk of Court

Oxford

911 Jackson Ave.
Oxford, MS 38655

Aberdeen

301 W. Commerce St.
Aberdeen, MS 39730

Amory

203 Gilmore St.
Amory, MS 38821

Greenville

305 Main St.
Greenville, MS 38701

www.msnd.uscourts.gov

Important Dates

Opening Date:

March 11, 2024

Closing Date:

April 11, 2024
or until filled

Starting Date:

August 2025

Apply to:

judge_aycock@msnd.uscourts.gov

The U.S. District Court for the Northern District of Mississippi is an Equal Opportunity Employer.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF MISSISSIPPI

Position: Term Law Clerk
Vacancy #: 24-101
Classification: JSP-11 – JSP 13 (Depending on qualifications and experience)
Starting Salary: \$72,553 - \$103,409
Location: Aberdeen, Mississippi
Appointment: Full-Time Two-Year Term

POSITION OVERVIEW

The United States District Court for the Northern District of Mississippi is seeking a full-time term law clerk for a United States District Judge. The 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 Judge.

REPRESENTATIVE DUTIES

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

QUALIFICATIONS

To qualify for the position of judicial law clerk, an individual 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 demonstrated one of the following accomplishments or proficiencies:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- 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. Some examples of criteria that are considered to be acceptable as equivalent include, but are not limited to:
 - Publication of a noteworthy article in a law school student publication or other scholarly publication;
 - Special high-level honors for academic excellence in law school;
 - Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
 - Participation in the legal aid or other law school clinical program sanctioned by the law school; or
 - Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school (i.e., working one's way through college).

BENEFITS:

- 11 Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Flexible Spending Accounts

CONDITIONS OF EMPLOYMENT:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are considered “at will”.
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

The Court reserves the right to modify the conditions of this job announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which may occur without prior written or other notice.

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.

The table below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable JSP grade levels. Please note that appointment to JSP-12 or above requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction. The Administrative Office’s Chief Human Resources Officer may, upon request from the appointing judge, waive the bar membership requirement when the candidate has met all requirements for admission, but has not been admitted because they are required to appear in person and are unable to travel to the location to complete the admissions process because of: (1) the expenses involved; and/or (2) the workload in chambers does not allow for the law clerk’s absence.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes

APPLICATION PROCEDURES

Qualified applicants should submit **a single PDF document** to judge_aycock@msnd.uscourts.gov with:

- a letter of application
- A resume, including a list of references
- law school transcripts
- unedited writing samples,
- a completed Application for Judicial Branch Federal Employment (Form AO-78) which may be downloaded from our website www.msnd.uscourts.gov.