

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA**

**Judicial Law Clerk to W. Earl Britt
Senior United States District Judge**

Vacancy Announcement No: 14-08

(Revised 5/2/14)

Location: Raleigh, NC

Salary Grade/Range: JSP 11-13 (\$59,749 - \$110,709)*

Opening Date: April 28, 2014

Closing Date: Open Until Filled**

** First /Initial Cut-off Date: May 12, 2014

Description of Vacancy:

The U.S. District Court for the Eastern District of North Carolina is seeking qualified applicants for a full-time Term Law Clerk to Senior United States District Judge, W. Earl Britt. This position provides legal research and writing assistance, prepares bench memos, drafts orders and opinions, communicates with counsel regarding case management and procedural requirements, and assists the Judge during courtroom proceedings.

Qualifications:

To qualify for the position, one must be a law school graduate at the time of appointment and have strong academic credentials and superior legal research and writing skills. Prior federal clerkship experience, three years or more legal experience, and law review membership are preferred.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Final candidates will be required to submit to a background check (including criminal history and credit history).

Benefits:

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: ten paid holidays per year, health and life insurance, a flexible benefits program, long term care insurance and long term disability. Electronic Fund Transfer (EFT) for payroll deposit is required. Salary will be based on experience and qualifications. To qualify for appointment at the JSP 12 level, an applicant must have one year of legal work experience and hold bar membership. Appointment at the JSP 13 level will require two years of legal work experience and bar membership.

Application Procedures:

All interested persons should submit a single PDF version of the application package which is to include: a cover letter, resume, writing sample, and two letters of recommendation to:

NCE_HumanResources@ncep.uscourts.gov

Travel and relocation expenses will not be reimbursed. This agency provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees" which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted. All questions regarding this vacancy should be directed to Human Resources; please do not call chambers directly.

-THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-

