

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

Judicial Law Clerk

Vacancy Announcement No: 14-05

More than one position may be filled by this vacancy announcement.

Location: Raleigh, NC

Salary Grade/Range: JSP 11-14 (\$59,749 - \$130,819)*

*Depending upon experience and qualifications

Opening Date: March 19, 2014

Closing Date: Open Until Filled**

** First /Initial Cut-off Date: April 2, 2014

Description of Vacancy:

The U.S. District Court for the Eastern District of North Carolina is seeking a judicial law clerk for a term appointment to begin in April 2014 with an estimated duration of seven (7) months. This position provides legal research and writing assistance, prepares bench memos, drafts orders and opinions on a variety of criminal and civil matters, communicates with counsel regarding case management and procedural requirements, assists the judge during courtroom proceedings, attends court-hosted ADR, and performs chambers administrative duties.

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. Preference will be given to applicants who have prior summer clerkship experience and law review and/or moot court membership.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Final candidates are subject to a background check.

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 upon education, legal qualifications, and experience. 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. *Salary may be higher with previous experience as a law clerk to a federal judge.

Application Procedures:

All interested persons should submit a cover letter, resume, writing sample, copy of law school transcript, and two letters of recommendation to: NCE_HumanResources@ncep.uscourts.gov

This agency provides reasonable accommodations to applicants with disabilities. 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.

-THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-