# UNITED STATES DISTRICT COURT
# EASTERN DISTRICT OF NORTH CAROLINA

## Judicial Law Clerk to James C. Fox
## Senior United States District Judge

**Vacancy Announcement No:** 16-01

**Location:** Wilmington, NC

**Salary Grade/Range:** JSP 11 – 13 ($58,562 - $108,507)*
*Depending upon experience and qualifications

**Opening Date:** December 8, 2015 **Closing Date:** Open Until Filled**
** First /Initial Cut-off Date: December 22, 2015

**Description of Vacancy:**

James C. Fox, Senior United States District Judge for the Eastern District of North Carolina, is recruiting for a Judicial Law Clerk for a two to four-year term appointment to begin February 1, 2016. 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. Judicial law clerks are also responsible for clerical/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. Prior federal clerkship experience or prior experience practicing in the Eastern District of North Carolina is strongly preferred. The candidate must possess the ability to work independently in a high-volume work environment. Law review and/or moot court membership preferred.

**Conditions of Employment:**

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Applicants will be required to submit to a background investigation. The person selected for this position will also be required to submit fingerprints for an FBI 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 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 the following documents: a cover letter, resume, writing sample, and list of three references.

**Application packages should be emailed 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.

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