

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA



Vacancy Announcement No: 12-08

**Judicial Law Clerk to the Honorable James C. Fox
Senior United States District Judge**

Location: Wilmington, North Carolina

Salary Range: JSP 11-14 (\$57,408 - \$125,695)*

* Depending upon experience and qualifications

Date of Posting: August 29, 2012

Closing Date: Open Until Filled

First/Interim Cut-Off Date: September 12, 2012

The Honorable 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. 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/Requirements:

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. Law review and/or moot court membership and a minimum of three years of legal experience preferred. Preference also will be given to applicants who have prior federal clerkship experience. Judge Fox has the availability to hire a clerk "grand-fathered" under the Judicial Conference rules for hiring law clerks.

Salary will be based upon education, legal qualifications, and experience.

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 federal government employees including:

- A minimum of 10 paid holidays per year
- Federal Employee's Health Benefits, Group Life Insurance, Flexible Benefits Program, Long Term Care Insurance, Long Term Disability

Conditions of Employment: Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Final candidates are subject to a background check. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. Applicants must be a U.S. Citizen or lawful permanent resident actively seeking citizenship. Travel and relocation expenses will not be reimbursed.

Application Information: Interested applicants should provide a cover letter, resume, a writing sample, as well as a list of three references. Applications should be emailed to Judge-Fox_NCED@nced.uscourts.gov. Application packages received by the interim cut-off date will be given first consideration.

This agency provides reasonable accommodation 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.

-The United States District Court is an Equal Opportunity Employer-