

# UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF LOUISIANA



## NOTICE OF VACANCY

*The United States District Court for the Middle District of Louisiana is accepting applications for the position of **Judicial Law Clerk** to Honorable Brian A. Jackson, Chief United States District Judge.*

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**ANNOUNCEMENT NUMBER:** 14-USDC-11

**LOCATION OF POSITION:** Baton Rouge, Louisiana

**POSITION TITLE:** Judicial Law Clerk

**CLASSIFICATION LEVEL:** Judiciary Salary Plan JSP 12 – 14

**SALARY RANGE:** \$69,497 – \$126,949 annually, depending on experience

**OPENING DATE:** Thursday, September 25, 2014

**CLOSING DATE:** **EXTENDED** Wednesday, October 22, 2014, 5:00 PM CST

**STARTING DATE:** December 2014

- ★ *The appointment term is at least twelve months from the date of appointment, with the Judicial Officer having the option to extend the appointment for an additional period of time not to exceed four (4) years\*.*
  - ★ *The Judicial Officer may decide that the incumbent chosen for this position be appointed as or later converted to a career law clerk without further competition.*
  - ★ *Starting salary commensurate with experience. Salary placement may be higher with previous experience as a law clerk to a federal judge.*
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### POSITION OVERVIEW:

The United States District Court – Middle District of Louisiana is recruiting for the position of Judicial Law Clerk. This appointment will last for at least twelve months from the date of appointment, with the Judicial Officer having the option to extend the appointment for an additional period of time not to exceed four (4) years★. The incumbent chosen for this position may be appointed as or later converted to a career law clerk without further competition. This position is located in Chief United States District Judge Brian A. Jackson's Chambers in Baton Rouge, Louisiana and reports directly to the Honorable Brian A. Jackson. The Judicial Law Clerk researches issues of law, attends trials and other court proceedings, acts as legal advisor, prepares orders, and makes recommendations based on the law, to the Judge. The caseload in the jurisdiction is heavy, and the types of cases presented are varied, often involving novel and complex issues of the law. While the nature of the matters presented is serious, the office environment is personable. There is daily interaction with the Judge and other court staff concerning legal and court-related issues.

- ★ *Lifetime Limitation – No individual is permitted to serve in the Judiciary for more than four (4) years (whether full-time or part-time) in a Term Law Clerk capacity on or after September 18, 2007. Service as a Term Law Clerk prior to September 18, 2007, will not be counted toward the four (4) year limit.*

### GENERAL INFORMATION:

- Applicants must be U. S. citizens or eligible to work in the United States.
- Reference and background checks will be conducted on the final candidate(s).

### QUALIFICATIONS AND REQUIREMENTS:

For consideration and placement at the minimum pay grade, applicants must be a law school graduate with **one year of post graduate legal experience as a Judicial Law Clerk to a Federal Judge**, and admittance to a bar. Applicant must also have an excellent academic record and excellent research and writing skills. This position requires a detail-oriented self-starter who can maintain strict confidentiality, work well with staff members at all levels, and complete assignments accurately and in a timely manner. Candidates must have excellent communication and organizational skills. Maturity, ethics, and commitment to the law are required. Some travel may be required. Additionally the applicant must be proficient in computer assisted research, Windows, WordPerfect, and Microsoft Word.

### PREFERRED EXPERIENCE:

- Two years post graduate legal experience

### BENEFITS:

Employment with the United States District Court offers a generous benefit package, civil and criminal law experience at the federal court level, and an environment providing significant responsibility and challenge. Law Clerks appointed to term appointments for at least one year and one day are eligible for the following benefits:

- Social Security and Medicare benefits
- Ten (10) paid Federal holidays
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Group Long Term Care Insurance through CNA
- Federal Employees Group Long Term Disability Program (FGLTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)
- Paid on-site assigned parking
- 24-hour fitness facility

Term Law Clerks are not eligible to participate in the Federal Employees Retirement System (FERS) or Thrift Savings Plan (TSP). Career Law Clerks are eligible to participate in the Federal Employees Retirement System (FERS), Thrift Savings Plan (TSP), and leave (annual & sick) accrual accounts. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

**APPLICATION PROCEDURES:**

**Applicants should submit complete applicant's packet which includes: a letter of interest, a current/detailed resume with class rank and honors, list of three professional references (*letters not required*), two writing samples, AND a completed Application for Judicial Branch Federal Employment (Form AO-78).** Applicant's packets must be received by 5:00 PM CST on Wednesday, October 15, 2014 to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from our website [www.lamd.uscourts.gov/employment](http://www.lamd.uscourts.gov/employment). **YOU MUST REFERENCE THE VACANCY ANNOUNCEMENT NUMBER IN YOUR LETTER OF INTEREST.** Applications will not be considered complete until all of the items listed above have been received by Human Resources. Please email or fax your complete applicant's packet to:

[humanresources@lamd.uscourts.gov](mailto:humanresources@lamd.uscourts.gov)

*(Attachment must be saved as **one** PDF file – Multiple attachments WILL NOT be accepted.)*

**OR**

Attention: Human Resources; 225.389.3542

**ADDITIONAL INFORMATION:**

The most qualified applicants may be invited to one (or more) personal interview(s) with the Court. Applicants selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse applicants for travel and/or relocation expenses. All applicants who participate in the interview process will receive a written response if they are not selected. **Please do not inquire about the status of your application.** Prior to appointment, the selectee considered for this position is required to undergo a FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees depending on the appointment type. Employees who work at the Court are considered at-will and work at the pleasure of the court.

The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. The incumbent(s) will be subject to a one year probationary period for the positions of term and/or career law clerk.

The Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis. The United States District Court for the Middle District of Louisiana is an Equal Opportunity Employer and values diversity in the work place.