

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 (Term)** to Honorable Erin Wilder-Doomes, United States Magistrate Judge.

ANNOUNCEMENT NUMBER: 15-USDC-9

LOCATION OF POSITION: Baton Rouge, Louisiana

POSITION TITLE: Judicial Law Clerk (Term)

CLASSIFICATION LEVEL: Judiciary Salary Plan JSP 11 – 14

SALARY RANGE: \$58,562 – 128,223 annually, depending on experience

OPENING DATE: Monday, December 14, 2015

CLOSING DATE: Tuesday, December 29, 2015, 5:00 PM CST

STARTING DATE: Anticipated January 2016

- ★ *This position will begin as a full-time term position pending confirmation of the new judge. If the new judge is not confirmed, a new application process will follow.*
 - ★ *The term is anticipated to be 12-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*.*
 - ★ *Multiple vacancies may be filled from this announcement.*
 - ★ *The judge may decide that one of the incumbents chosen for this position become 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 (Term). This appointment term is anticipated to be 12-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*. This position is located in United States Magistrate Judge Erin Wilder-Doomes' Chambers in Baton Rouge, Louisiana and reports directly to the Honorable Erin Wilder-Doomes. 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 Honorable Erin Wilder-Doomes. 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.*

QUALIFICATIONS AND REQUIREMENTS:

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. Applicants must have excellent communication and organizational skills. Maturity, ethics, and commitment to the law are required. Some travel will be required. Additionally the applicant must be proficient in computer assisted research, Windows, and Microsoft Word.

Candidates must be U. S. citizens or eligible to work in the United States. For consideration, applicants must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) with an excellent academic record and excellent research and writing skills. Post graduate legal experience preferred.

LEGAL WORK EXPERIENCE:

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

The table below shows the number of years of legal work experience are required for each JSP grade level. Please note that appointment to JSP 12 or above requires that the applicant be a member of the bar of a state, territory, or federal court of general jurisdiction.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes
14	3*	Yes

**To be placed at the JSP 14 as a term or career law clerk, two of the three years legal work experience must have been in the federal judiciary as a law clerk.*

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)
- 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 FERS, 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 a complete applicant's packet which includes: a letter of interest, a current/detailed resume with class rank and honors, an *unedited writing sample (not to exceed 15 pages), three professional references, AND a completed Application for Judicial Branch Federal Employment (Form AO-78). The applicant's packet must be received by 5:00 PM CST on Tuesday, December 29, 2015 to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from our website 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

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

OR

Attention: Human Resources; fax: 225.389.3542

**A personal unedited writing sample is preferred. However if the writing sample has been edited please make note of such.*

ADDITIONAL INFORMATION:

Applicants must be U. S. citizens or eligible to work in the United States. 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 investigation. Unsatisfactory results may result in termination of employment.

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 will be subject to a one year probationary period.

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.