

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 **Law Clerk – Temporary** to Honorable Shelly D. Dick, Chief United States District Judge.

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**ANNOUNCEMENT NUMBER:** 24-USDC-1

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

**POSITION TITLE:** Law Clerk – Temporary

**CLASSIFICATION LEVEL:** Judiciary Salary Plan, JS 11/1

**SALARY:** \$72,553 annually

**OPENING DATE:** Thursday, January 18, 2024

**CLOSING DATE:** Wednesday, January 31, 2024, at 12:00 PM CST

**STARTING DATE:** Monday, March 11, 2024

- The temporary clerkship is for one year and a day effective March 11, 2024.
- The Judicial Officer may request an extension of the appointment through fiscal year 2025 (September 30, 2025) subject to the Fifth Circuit Judicial Council approval and availability of TEF funding.
- The four-year limit on term law clerk employment does not apply to this temporary appointment. §615.50.10 – Centrally Funded Temporary Replacements

### **POSITION OVERVIEW:**

The United States District Court for the Middle District of Louisiana is recruiting for the position of Law Clerk – Temporary (24-USDC-1). This position is located in Chief United States District Judge Shelly D. Dick's Chambers in Baton Rouge, Louisiana and reports directly to the Honorable Shelly D. Dick. Law Clerks research issues of law, attend trials and other court proceedings, act as legal advisor, prepare orders, and make recommendations based on the law, to the Honorable Shelly D. Dick. 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.

### **QUALIFICATIONS:**

Applicants must be United States citizens or eligible to work in the United States. For consideration, an applicant 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.

### **GENERAL EXPERIENCE:**

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 may be required. Additionally, the applicant must be proficient in computer assisted research, Windows, and Microsoft Word.

### **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 serving a temporary appointment for one year and a day are eligible for the following benefits:

- Social Security and Medicare benefits
- Eleven 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 (FEGLI)
- Health care and dependent care reimbursement accounts (HCRA/DCRA)
- Paid on-site assigned parking
- 24-hour on-site fitness center

Temporary Law Clerks are not eligible to participate in the Federal Employees Retirement System (FERS/FRAE) or Thrift Savings Plan (TSP). This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings. Additional benefits may be available if transferring without a break in service from a previously covered position.

### **APPLICATION PROCEDURES:**

Applicants should submit a complete applicant's packet which includes: a letter of interest, a current resume, a personal writing sample unedited by a third party★ (not to exceed 10 pages), a list of three professional references, AND a completed Application for Judicial Branch Federal Employment (Form AO-78). The applicant's packet must be received by 12:00 PM CST on Wednesday, January 31, 2024,

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. 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

★ *If an unedited writing sample is not available, an edited writing sample may be submitted with an explanation.*

**ADDITIONAL INFORMATION:**

Applicants must be United States 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 if interviewed in person. The Court is not authorized to reimburse applicants for travel and/or relocation expenses. In-person interviews are preferred, but interviews by video conference will be considered upon request. 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 an 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.

Per Administrative Order 2021-7 all employees must be “fully vaccinated” against the COVID-19 virus (unless the Court has granted an exemption from this vaccination mandate on medical or religious grounds). “Fully vaccinated” is defined as two weeks after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or the single-dose vaccine (Johnson & Johnson). Acceptable forms of proof of vaccination include the Centers for Disease Control COVID-19 Vaccination Record Card issued by the vaccine provider or the SMART Health Card that can be found in the LA Wallet application for mobile devices. Exemptions to the vaccination requirement will only be considered for individuals with medical conditions that prevent them from being vaccinated or for individuals with sincerely held religious beliefs that prohibit them from being vaccinated. Procedures for exemption requests will be provided upon request.

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 Americans 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 workplace.