



NOTICE OF VACANCY

The United States District Court for the Middle District of Louisiana is accepting applications for the position of **Law Clerk – Term** to Honorable Shelly D. Dick, Chief United States District Judge.

ANNOUNCEMENT NUMBER: 25-USDC-13

LOCATION OF POSITION: Baton Rouge, Louisiana

POSITION TITLE: Law Clerk – Term

CLASSIFICATION LEVEL: Judiciary Salary Plan JSP 11 – 13

SALARY RANGE: \$73,939 – \$105,383 annually, depending on experience

OPENING DATE: Monday, December 15, 2025

CLOSING DATE: Friday, January 16, 2026, 12:00 PM CST

STARTING DATE: Monday, March 2, 2026, or a date mutually agreed upon between judge and selected applicant

- The appointment term is at least one year and a day 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 the lifetime limitation defined on page 2.
- Starting salary commensurate with experience. Salary placement may be higher with prior legal work experience in the federal judiciary as a law clerk and bar admission.

POSITION OVERVIEW:

The United States District Court for the Middle District of Louisiana is recruiting for the position of Law Clerk – Term. This appointment will last for at least one year and a day 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 4-years.* This position is located in United States District Chief Judge Shelly D. Dick's Chambers in Baton Rouge, Louisiana and reports directly to the Honorable Shelly D. Dick. 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 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.

- *Lifetime Limitation – No individual is permitted to serve in the Judiciary for more than four 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-year limit.*

QUALIFICATIONS:

Candidates must be United States citizens or eligible to work in the United States. For consideration, applicants must be a graduate of an accredited law school, have with an excellent academic record, and excellent research/writing skills. Candidate must have at least one year of post graduate legal experience, experience as a judicial extern/intern or have worked as a paid law clerk.

GENERAL EXPERIENCE:

This position is ideal for 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. This position requires an applicant with strong legal research and writing skills. Familiarity with federal employment law and Civil Rights laws are preferred. The ideal applicant will have a strong academic record and either have completed course work in employment law or completed research projects in employment law and/or Civil Rights. 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.

The table below shows the number of years of legal work experience required for each Judiciary Salary Plan (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/Step	Starting Salary	Years of Legal Work Experience	Bar Membership Required
11/1	\$73,939	0	No
12/1	\$88,621	1	Yes
13/1	\$105,383	2	Yes

BENEFITS:

Employment with the United States Federal Courts 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
- Eleven paid Federal holidays plus annual and sick leave accruals
- Federal Employees Health Benefits Program (FEHB)
- Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program for Health Care Reimbursement (HCRA)
- Flexible Benefit Program for Dependent Care Reimbursement (DCRA)
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Paid on-site assigned parking
- Mandatory electronic fund transfer (direct deposit) participation for payment of net earnings
- Premium Payment Plan (PPP)
- 24-hour on-site fitness center

Term Law Clerks are not eligible to participate in the Federal Employees Retirement System (FERS/FRAE) or Thrift Savings Plan (TSP).

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). Applicant's packets must be received by 12:00 PM CST on Friday, January 16, 2026, to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from our website www.lamd.uscourts.gov/employment. 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

**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.

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.