



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

POSITION: Career Law Clerk/Attorney Advisor to the Chief Judge

DUTY STATION: Baltimore, Maryland

OPENING DATE: October 1, 2019

CLOSING DATE: Open Until Filled

Applications received by November 1, 2019, will receive first consideration

STARTING DATE: February 3, 2020

SALARY: JSP 13-14 (\$99,172 - \$152,352) per year

Actual starting salary dependent upon experience and qualifications

Position Overview

The United States District Court for the District of Maryland invites applications for the position of Career Law Clerk/Attorney Advisor for Chief United States District Judge James K. Bredar. This position will be available February 3, 2020, and is a permanent law clerk position rather than a term or temporary law clerk position. Law Clerk Duties will include reviewing briefs and other case filings; performing legal research; writing bench memoranda; and drafting orders and opinions in a wide variety of civil and criminal cases. Administrative duties will include serving as administrator of chambers; regularly reviewing and then managing the active case docket; drafting orders as necessary; training and assisting the term law clerks; coordinating with the Clerk of Court; and providing legal and procedural guidance to the judicial assistant.

Duties and Responsibilities

Law Clerk/Attorney Advisor Duties:

- Research and analyze routine, novel, and complex legal issues in diverse areas of federal civil and criminal litigation.
- Draft orders and memorandum opinions in civil and criminal cases for the judge's review.
- Prepare bench memoranda and other written materials for motions hearings and trial proceedings, as directed.
- Provide information and guidance to the judge on individual cases, as directed.
- Perform extensive computer legal research via Westlaw and/or Lexis.
- Monitor significant changes in federal statutes, sentencing guidelines, and Supreme Court and Fourth Circuit precedent.
- Review and edit orders and memorandum opinions drafted by term clerks, as directed.
- Review and edit orders and memorandum opinions drafted by staff attorneys.

Administrative Duties:

- Regularly monitor dockets of all pending cases and draft orders, as appropriate, for scheduling and discovery-related issues, default proceedings, service deficiencies, and other miscellaneous matters.
- Perform periodic case review.
- Train and assist the annual term law clerks, as required.
- Perform other miscellaneous administrative duties as assigned by the judge and as necessary for the efficient operation of chambers.

Qualifications and Requirements

At the time of appointment, the candidate must possess the following minimum requirements:

- Be a graduate of an ABA accredited law school with an excellent law school record (top 10% and law review editorial board experience are preferred, but not required).
- Be a licensed attorney (an out-of-state license is acceptable).
- Possess superior research and writing skills.
- Be proficient in computer-assisted legal research, Windows, and Word.
- Exhibit strong analytical ability.
- Demonstrate excellent verbal, written, and interpersonal skills.
- Have a track record that demonstrates outstanding organizational skills.
- Have at least two years of legal experience after law school (prior experience as a federal judicial law clerk and/or three years' experience in civil litigation are strongly preferred but not required).

To qualify for the JSP 13 and above, applicant must be a member of the bar of a state, territory, or federal court of general jurisdiction and have two years of legal work experience after receiving the JD. To qualify for the JSP 14, an applicant must have three years of legal experience post JD, two of which must have been served in the federal judiciary as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk.

Federal Benefits

- A minimum of 10 paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Participation in the Federal Employees Retirement Program and the Social Security Retirement programs.
- Optional participation in the Thrift Savings Plan, the Federal Employees Health, Dental, Vision, and Life Insurance programs, Long Term Disability Plan, Long Term Care Insurance, Flexible Benefits programs, and the Commuter Benefit program.

Application Procedure

Qualified applicants should submit **one document in PDF format** via email to: jobs@mdd.uscourts.gov that includes the following:

- A **cover letter** addressing the qualifications, skills, and experience necessary to perform the job;
- A current **resume**, including a list of professional **references**;
- A law school **transcript**;
- A completed **AO78 Form**, Application for Federal Judicial Branch of Employment, which can be found on the Employment Opportunities page of the court's website.
- A **writing sample** of at least five pages is required.

To ensure consideration, applications should be received by November 1, 2019. Include the job title for which you are applying in the subject header of the email.

- Applications will be reviewed, and interviews scheduled on a rolling basis. This position will close without notice once a qualified candidate is selected. Due to the volume of applications received, the Court may communicate only with those selected for an interview and unsuccessful applicants will not receive notice.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.

Conditions of Employment

- An applicant must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- This is a high-sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination. Reinvestigation may be required every five years thereafter.
- Positions in the United States Courts are excepted appointments and are not under the Civil Service System; those employed in the United States Courts are "at will" employees.
- Employees must adhere to the Code of Conduct of Judicial Employees, which is available at <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.

For more information on the United States District Court for the District of Maryland, please visit our website, www.mdd.uscourts.gov.