



UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

POSITION: Law Clerk to the Honorable Paul W. Grimm
SALARY: JSP 11 = \$68,036 per year
DUTY STATION: Greenbelt, Maryland

OPENING DATE: March 18, 2019
CLOSING DATE: Open Until Filled

The Honorable Paul W. Grimm, U.S. District Judge for the District of Maryland, is currently accepting applications for a term law clerk position that begins as early as March 2019 and concludes in September 2020.

Position Overview

Duties will include reviewing filings in multi-district litigation concerning a data security breach, synthesizing the parties' arguments, researching substantive and procedural case law, and providing memoranda, draft opinions, and draft orders for the Judge's review. The incumbent will work collaboratively with Judge Grimm and his career law clerk to manage the 70-plus cases comprising this litigation and to prepare for status conferences and motions hearings.

Qualifications and Requirements

- Graduate of an ABA accredited law school with strong academic credentials.
- Member of the bar (applicants who intend to sit for the bar exam may be considered).
- Law Review or another noteworthy journal experience preferred.
- Possession of superior proofreading, source and cite-checking skills, and legal research and writing skills.
- Exhibit strong analytical ability.
- Demonstrate excellent verbal, written and interpersonal communication skills.
- Show good judgment, initiative, and ability to work independently, and to prioritize and manage multiple tasks sometimes with interruption.
- Be able to work cooperatively and harmoniously with chambers staff and court personnel.
- Exhibit professionalism and discretion in interacting with counsel, litigants and the general public.

Application Procedure

Applicants should submit a cover letter, resume with G.P.A. and class standing, law school transcript, three references and a writing sample of no more than ten pages in PDF format by email only to:

jobs@mdd.uscourts.gov 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. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Applicants 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.
- An FBI background check is required for all individuals appointed to positions with the court. New hires are considered "provisional hires" pending the successful completion of the FBI background check.
- Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are "at will" employees.

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