



## UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

**POSITION:** Career Law Clerk to U.S. District Judge Lydia K. Griggsby

**DUTY STATION:** Greenbelt, Maryland

**OPENING DATE:** August 4, 2023

**CLOSING DATE:** Open Until Filled

Applications received by September 4, 2023, will receive first consideration

**STARTING DATE:** January 1, 2024

<b>SALARY:</b>	JSP 11 = \$ 78,592	graduation from an accredited law school
	JSP 12 = \$ 94,199	one year of post-law school graduation experience and bar membership
	JSP 13 = \$112,015	two years of post-law school graduation experience and bar membership
	*JSP 14 = \$132,368	three years of post-law school graduation experience and bar membership
		* two of three required years of post-law school graduation experience must be federal

### **Position Overview**

The United States District Court for the District of Maryland invites applications for the position of Career Law Clerk for United States District Judge Lydia K. Griggsby. This is a permanent law clerk position rather than a term or temporary law clerk position. The position will begin in January 2024.

Law Clerks are an integral part of chambers as they consult with the Judge on civil and criminal matters pending before the Court, research legal issues, draft legal memoranda, opinions and orders, prepare pre-hearing bench memoranda that identify issues for the Judge and questions for the parties, and prepare the judge for hearings, settlement conferences, and trials.

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 principal administrative manager of chambers, regularly reviewing the active case docket and drafting standard scheduling orders as necessary, training and assisting the term law clerks and student interns and managing the judge's schedule.

### **Duties and Responsibilities**

#### **Law Clerk 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.
- Reviews complaints, petitions, motions and pleadings that have been filed to determine issues involved and basis for relief.
- Provide information and guidance to the judge on individual cases, as directed.
- Perform extensive 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 law clerks and staff attorneys as directed.
- Maintains liaison between the Court and litigants; corresponds with other court officials and personnel.
- Compiles statistics and prepares periodic reports, as required.

### **Administrative Duties:**

- Regularly monitor dockets of all pending cases and draft standard 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.
- Receive, screen, and refer telephone and in-person callers as appropriate.
- Prepare in final form the judge's written correspondence, memoranda, annual reports, and other items. Assemble and attach supplemental material, as required.
- Monitor all incoming mail and email communication.
- Maintain the judge's calendar; schedule, change, and cancel meetings, appointments, and hearings, as directed.
- 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 a strong law school record (top 33% and some law journal experience are preferred, but not required).
- Have a demonstrated commitment to public service or public interest law.
- 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.

### **Federal Benefits**

- Health, dental, vision, life, and long-term care insurance programs available.
- Flexible spending accounts for health and dependent care available.
- Vacation/annual leave (13-26 days increasing with years of service), sick leave (13 days per year) and paid holidays (11 days).
- Paid parental leave (12 weeks) for the birth or adoption of a child after one year of employment.
- Retirement (FERS - Federal Employees Retirement Program) with employer and employee contributions as well as immediate matching contributions in the Thrift Savings Plan (TSP) 401K style plan.
- The U.S. District Court is a qualifying employer for possible Public Service Loan Forgiveness.
- Free parking available across the street from the courthouse.
- Additional information about the federal judiciary's benefits can be found at [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits)

### **Application Procedure**

Qualified applicants should submit **one document in PDF format** via email to: [jobs@mdd.uscourts.gov](mailto: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 at least three 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, but no more than twenty pages, is required.

To ensure first consideration, applications should be received by September 4, 2023. To ensure correct vacancy placement, include Career Law Clerk 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.

### **Conditions of Employment**

- The applicant must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. A 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 and are not under the Civil Service System. Law clerks are "at will" employees and must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>

For more information on the United States District Court, for the District of Maryland, please visit our website, [www.mdd.uscourts.gov](http://www.mdd.uscourts.gov)