

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ALABAMA

POSITION ANNOUNCEMENT

POSITION TITLE: Court Law Clerk
DUTY STATION: Birmingham, Alabama
SALARY RANGE: JSP 11 (\$61,218) - JSP 13 (\$87,252)
OPENING DATE: June 8, 2018
CLOSING DATE: Open until filled

This is a full-time temporary position not to exceed 09/30/2019. The starting salary is dependent upon experience and qualifications. The Chief Judge is the appointing authority for the Court Law Clerk position; however, supervisory authority may be delegated to another District Judge of the court. The Court Law Clerk will work with various judges throughout the district depending upon cases assigned.

POSITION OVERVIEW: Performs legal research and writing assistance, prepares bench memos, drafts orders and opinions on a variety of criminal and civil matters; drafts appropriate recommendations and orders for the Court's signature regarding motions, reviews court records, researches applicable law, and prepares all necessary orders, including drafts of case-dispositive memoranda opinions, and orders disposing of post-judgment matters. Keeps informed of changes in the law to aid the Court in adjusting to new legislation and case precedent. Provides information, guidance, and advice to district judges, magistrate judges and other personnel. Performs other duties as assigned.

QUALIFICATION STANDARDS: Must be a law school graduate (or the certified completion of all law school studies and requirements and merely awaiting conferment of degree), and must have the following experience:

<u>JSP Grade</u>	<u>Legal Experience</u>	<u>Bar Membership Required</u>
11	0	no
12	1	yes
13	2	yes

LEGAL WORK EXPERIENCE: Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

APPLICATION PROCEDURE: Qualified persons are invited to submit a resume and an AO-78 Application for Judicial Branch Federal Employment (available at <http://www.alnd.uscourts.gov>) to: Clerk, U. S. District Court, Room 140, 1729 5th Avenue North, Birmingham, Alabama 35203. Attention: Personnel

This position is subject to mandatory direct deposit of net pay.
The selected candidate will be subject to fingerprinting and an FBI background check as a condition of employment.

BENEFITS: Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to some of the same benefits as other federal government employees ,which include:

- 10 paid federal holidays per year
- Medical, dental and vision insurance from a variety of plans
- Group life, long term disability, and long term care insurance plan options
- Flexible Spending Program for pre-tax contributions to cover medical costs and dependent care

EQUAL OPPORTUNITY EMPLOYER