

**UNITED STATES DISTRICT COURT
Northern District of Alabama**

Position: Term Law Clerk

Salary Range: JSP 11 – \$64,125 - \$83,368
JSP 12 – \$76,859 - \$99,921
JSP 13 – \$91,396 - \$118,812
Starting salary is dependent upon experience, qualifications, and bar membership.

Location: Huntsville

Tour of Duty: Full Time
(term clerk may be appointed for up to four years at the discretion of the Judge)

Opening Date: September 11, 2019

Closing Date: Open until filled
(Preference given to applications received by October 7, 2019)

THE POSITION

This vacancy is for a term law clerk to the Honorable Liles C. Burke, United States District Judge. The law clerk has full responsibility for assigned civil and criminal cases. The law clerk reviews complaints for jurisdiction, drafts proposed orders, conducts legal research, manages a civil docket, assists with and attends court proceedings, acts as a legal advisor on pending litigation, makes recommendations based on the law, and performs other duties as assigned. Other duties will include administrative duties such as handling the calendar, answering the phone, and greeting visitors. There is daily interaction with the Judge and the other law clerks concerning legal and court-related issues.

This position requires 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. Candidates 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.

This appointment is intended to last for at least one (1) year from the date of appointment, with the Judge having the option to extend the appointment for an additional period of time not to exceed four (4) years.* This position is located in Huntsville, AL, in the chambers of the Honorable Liles C. Burke.

** Lifetime Limitation – No individual is permitted to serve in the Judiciary for more than four (4) years (whether full-time or part-time) in a Term Law Clerk capacity on or after September 18, 2007. Service as a Term Clerk prior to September 8, 2007, will not be counted towards the four (4) year lifetime limitation.*

QUALIFICATIONS

To qualify for the position of law clerk at salary level JSP 11, a person must be a law school graduate and have **one or more** of the following attributes:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;

- Experience on the editorial board of a legal journal of such school; or
- Demonstrated proficiency in legal studies which, in the opinion of the Judge, is the equivalent of one of the above. Some examples of criteria which are considered to be acceptable as equivalent include:
 - Publication of a noteworthy article in a law school student publication or other scholarly publication;
 - Special high-level honors for academic excellence in law school, such as election to the Order of the Coif; or
 - Winning a moot court competition or membership on a moot court team that represents the law school in competition with other law schools.

This list is not all-inclusive. The determination of an acceptable equivalence rests with the appointing Judge.

To qualify for the position of law clerk at salary level JSP 12, a person must be a law school graduate, have one year of full time legal work experience performed after graduation from law school, be a member of the bar of a state, territorial, or federal court of general jurisdiction and have one or more of the attributes listed in the first paragraph under Qualifications.

PREFERRED QUALIFICATIONS

Preference will be given to applicants who possess law review/journal experience, are in the top 15% of class, and who have at least two years of post-law-school legal work experience. Experience with Westlaw is also preferred. Demonstrated legal writing of the highest quality is required.

BENEFITS

Term clerks are eligible for health insurance. Depending on the length of the term, clerks may also be eligible for dental, vision, and life insurance.

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

APPLICANT INFORMATION

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that the position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the United States District Court serve under "Excepted Appointments" and are considered "at will" employees.

HOW TO APPLY

Qualified persons interested in being considered are invited to submit a cover letter detailing related experience and accomplishments; a resume; an Application for Judicial Branch Employment (AO-78), which can be found at www.alnd.uscourts.gov under Clerk's Office, Employment; a writing sample; and a list of at least three (3) professional references, including name and current contact information.

If your application packet does not provide all information requested, you may not be considered for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice.

Application packets are to be mailed to:

United States District Court
Chambers of the Honorable Liles C. Burke
101 Holmes Avenue NE
Huntsville, AL 35801

**THE UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF
ALABAMA
IS AN EQUAL OPPORTUNITY EMPLOYER**