



UNITED STATES DISTRICT COURT

District of New Mexico

Honorable William P. Johnson, Chief Judge
Mitchell R. Elfers, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 23-LC/JSP-1

ANNOUNCEMENT DATE:	March 29, 2023
CLOSING DATE:	Until filled <i>** Anticipated start date August 26, 2024 **</i>
POSITION:	Term Law Clerk, Full-time
STARTING LEVEL/SALARY:	JSP 11/1 to 13/1 \$69,107 to \$98,496 Annual (2023 salary tables) <i>Depending on Qualifications</i>
LOCATION:	Las Cruces, New Mexico

POSITION OVERVIEW

This position is assigned to the Honorable Margaret Strickland, United States District Judge. The Law Clerk will support the Judge by conducting legal research; drafting legal documents such as orders, opinions, and minutes; providing case management and court calendar monitoring; and performing other duties as assigned.

This is a Full-time Term position (40 hours per week, 80 hours per pay period) beginning Fall 2024. Anticipated start date is August 26, 2024; exact date is negotiable. Minimum term of one year with a possible extension up to two years.

Successful candidate must comply with the requirements of the Judicial Conference of the United States Courts and the *Guide to Judiciary Policy*.

Judge Strickland will consider current 2Ls, 3Ls, and practicing attorneys, although a prior clerkship or work experience is preferred. Judge Strickland's background is in civil rights litigation, and she is particularly interested in candidates with strong public interest goals. Importantly, Judge Strickland does not have a minimum class rank threshold, nor does she require law journal or moot court participation. Judge Strickland values a diverse workplace and strongly encourages qualified law students and attorneys from a wide range of backgrounds to apply. Finally, she is fond of the Southwest and would like to know about your connections or interests in the region.

REQUIRED EXPERIENCE/QUALIFICATIONS

Requires a Juris Doctor degree. To qualify for the position of a Law Clerk on the staff of a federal judge, a person must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have one or more of the following attributes:

- ◆ Excellent standing within 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 law review of such a school;
- ◆ Graduation from such a school with an LLM degree; or
- ◆ Demonstrated proficiency in legal studies, which in the opinion of the Court, is the equivalent of one of the above.

To qualify for appointment to a JSP 12 or above, an individual must 1) be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction, and 2) have legal work experience after graduation from law school. Credit given for prior government service.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States citizens or eligible to work in the United States.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are “at will” and can be terminated with or without cause by the court.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct.
- ◆ Selectees are subject to an FBI fingerprint check or investigation and may be subject to periodic updates. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ Travel expenses for an interview will not be reimbursed.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).

BENEFITS

A generous benefits package is available to full-time excepted employees, including

- ◆ A minimum of 11 paid holidays
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program
- ◆ Potential for occasional telework
- ◆ Eligibility for private long-term disability plan
- ◆ Credit for prior government service

APPLICATION PROCEDURE

Please submit the following application materials through OSCAR (<https://oscar.uscourts.gov/>): a cover letter, résumé, law school transcript, undergraduate transcript, two writing samples, and three letters of recommendation. One of the writing samples must be a litigation-oriented persuasive writing sample (such as a legal memo, brief, or order), and one may be a law-review-style academic sample or non-legal writing sample that demonstrates strong writing ability. Letters of recommendation may be submitted under separate cover, and at least one should be from a person who is not a law professor. Please do not call chambers or mail hard-copy applications or letters of recommendation unless directed to do so.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted. Initial interviews may be conducted remotely via phone or videoconference; travel for any in-person interviews will be at applicant's expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER