



UNITED STATES DISTRICT COURT District of New Mexico

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

Office of the Clerk

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Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 18-LC/JSP-1

ANNOUNCEMENT DATE: August 8, 2018

CLOSING DATE: September 28, 2018
Job commences November 1, 2018

POSITION: Law Clerk, Full-time

STARTING LEVEL/SALARY: JSP 11/Step 1 to JSP 13/Step 10
\$61,218 to \$113,428
(Depending on Qualifications)

LOCATION: Las Cruces, New Mexico

POSITION OVERVIEW

This position is located in the Las Cruces division of the U.S. District Court for the District of New Mexico, and is assigned to the Honorable Gregory J. Fouratt. The Law Clerk provides legal support to Judge Fouratt by conducting legal research and preparing legal documents such as orders, memoranda and draft opinions; case management; court calendar monitoring; and performing other duties as assigned. A law clerk in this position will primarily work on civil matters.

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

This announcement is for a Full-time Term law clerk position of approximately twenty-two months; **position commences November 1, 2018 and ends September 1, 2020.**

Should the successful applicant demonstrate superior initiative, performance, and work ethic during that tenure, the applicant may be considered for a career clerk position.

MINIMUM 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:

- ◆ 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 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.

COURT PREFERRED EXPERIENCE/QUALIFICATIONS

- 1) Standing within the upper quarter (25%) of the law school is strongly preferred;
- 2) Law review experience or moot court participation are preferred, but not required;
- 3) Previous federal law clerk or other post-law school legal work experience is desired; and
- 4) The successful candidate will either already have an appreciation for the American Southwest, or demonstrate the capacity to obtain such appreciation.

PERSONAL CHARACTERISTICS

The successful candidate should possess good judgment, good analytical skills, and a strong work ethic; demonstrate tact, initiative, and ability to work independently; and maintain a professional appearance and demeanor at all times. The candidate must also be able to communicate effectively, both orally and in writing.

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.
- ◆ The United States District Court requires employees to adhere to a Code of Ethics and Conduct.
- ◆ Applicants are subject to a criminal background investigation, credit check, and skills assessment testing. 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 10 paid holidays, although the clerk will have to work some of them.
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program; Long-Term Care Insurance
- ◆ Retirement benefits*: FERS and Thrift Savings Plan (TSP)
* *Only if transferring from a previously covered position without a break in service.*
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter with three references, current résumé, Law Grade Sheet, two writing samples** and **AO-78** * (*Federal Judicial Branch Application for Employment*) **by email to FourattChambers@nmcourt.fed.us.**

*The AO-78 can be downloaded at <http://www.nmd.uscourts.gov/employment>.

PLEASE USE "LAW CLERK – HONORABLE GREGORY J. FOURATT"
IN THE SUBJECT LINE

Applications **must** be submitted in **ONE PDF** document.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own 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