



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 #: 20-ABQ/JHR-1

ANNOUNCEMENT DATE: July 29, 2020

CLOSING DATE: August 10, 2020 or until filled
Start date August 11, 2020 or as soon as possible

POSITION: Term Law Clerk, Full-time

STARTING LEVEL/SALARY: JSP 11/Step 1 to JSP 13/Step 10
\$64,412 to \$119,350
(Depending on Qualifications)

LOCATION: Albuquerque, New Mexico

POSITION OVERVIEW

This position is assigned to the Honorable Jerry H. Ritter, United States Magistrate Judge. The Law Clerk provides legal support to the Judge by conducting legal research and preparing legal documents such as orders, memoranda and draft opinions. The Law Clerk will also assist with case management; court calendar monitoring; and performing other duties as assigned. A law clerk in this position will primarily work on civil matters. A successful applicant should be interested in and capable of working with pro se prisoner Section 1983 cases and habeas corpus petitions.

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

This is a Full-time Term position (40 hours per week, 80 hours per pay period; term of two years with a possible extension up to four years).

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

A successful candidate will have prior judicial clerkship experience or journal membership. Legal experience in federal matters is also a plus. Strong legal research and writing skills are a must, and a successful applicant will demonstrate strong organizational and communication abilities.

PERSONAL CHARACTERISTICS

The successful candidate should possess a strong work ethic, attention to detail, integrity, good judgment, and good analytical skills; demonstrate tact, initiative, collegiality 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. Organizational skills, internet research skills, and experience with Westlaw and MS Word are essential.

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.
- ◆ 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 two references, current résumé, one writing sample and AO-78** * (*Federal Judicial Branch Application for Employment*) **by email to** RitterChambers@nmd.uscourts.gov.

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

PLEASE USE "LAW CLERK – HONORABLE JERRY H. RITTER" 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 if travel restrictions permit an in-person interview, the applicant must travel at his/her 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