



UNITED STATES DISTRICT COURT  
District of New Mexico

Honorable M. Christina Armijo, Chief Judge  
Matthew J. Dykman, 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 #: 17-ABQ/JSP-2

<b>ANNOUNCEMENT DATE:</b>	<b>August 30, 2017</b>
<b>CLOSING DATE:</b>	<i>Until filled – Job commences immediately</i>
<b>POSITION:</b>	<b>Term Law Clerk, Full-time</b>
<b>STARTING LEVEL/SALARY:</b>	<b>JSP 11/1 to 13/1</b> <b>\$60,367 to \$86,040 Annual</b> <i>(Depending on Qualifications)</i>
<b>LOCATION:</b>	<b>Albuquerque, New Mexico</b>

### POSITION OVERVIEW

This position is assigned to the Honorable Kirtan Khalsa, United States Magistrate Judge. The Law Clerk will provide legal support to the Judge by conducting legal research; 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. This is a Full-time Term position (40 hours per week, 80 hours per pay period; term of one year with a possible extension up to four years).

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

### PREFERRED 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.

### **OTHER EXPERIENCE/QUALIFICATIONS**

Progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school is a plus. Previous federal law clerk experience or private sector litigation experience is a plus. Strong legal research and writing skills are a must. Organizational skills, Internet research skills, and skill with Westlaw and MS Word are essential.

### **PERSONAL CHARACTERISTICS**

Successful candidate should possess good judgment and good analytical skills; demonstrate tact, initiative, and ability to work independently; possess a strong work ethic; and maintain a professional appearance and demeanor at all times. Candidate must 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
- ◆ 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.*
- ◆ Eligibility for private long term disability plan
- ◆ Credit for prior government service

### **APPLICATION INFORMATION**

Qualified applicants must submit a **cover letter with three references, current résumé, two writing samples** and **AO-78** \* (*Federal Judicial Branch Application for Employment*) **by email to [usdcjobs@nmcourt.fed.us](mailto:usdcjobs@nmcourt.fed.us)**.

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

PLEASE USE "TERM LAW CLERK – JUDGE KHALSA" IN THE SUBJECT LINE

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

Applications must be received by the deadline. Illegible or incomplete applications may result in loss of consideration for the position. Zip files will not be accepted. Documents that cannot be downloaded by the court cannot be considered.

*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**