



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 #: 16-LC/JSP-1

ANNOUNCEMENT DATE: January 11, 2016

CLOSING DATE: *Open until filled*

POSITION: Term Law Clerk, Full-time

STARTING LEVEL/SALARY: JSP 11/1 to JSP 13/10
\$59,246 to \$109,781 Annual
(Depending on Qualifications)

LOCATION: Las Cruces, New Mexico

POSITION OVERVIEW

Term Law Clerks provide legal support to a United States Magistrate 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 two years).

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

The District of New Mexico is one of the most productive federal courts in the country, with divisional offices in Albuquerque, Las Cruces and Santa Fe. We manage a busy caseload through the use of cutting-edge technology and the contributions of our most valuable asset – our employees. *Join other professionals in the administration of justice, and start making a difference today.*

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

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 desired. 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.
- ◆ United States District Court employees must 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, writing sample** and **AO-78** * (*Federal Judicial Branch Application for Employment*) **by email to usdcjobs@nmcourt.fed.us**.

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

PLEASE USE "TERM LAW CLERK – U.S. MAGISTRATE JUDGE" 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