



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 #: 22-ABQ/JSP-1

ANNOUNCEMENT DATE:	January 13, 2022
CLOSING DATE:	Until filled
POSITION:	Term Law Clerk, Full-time <i>Limited term until September 2022 (flexible start and end dates)</i>
STARTING LEVEL/SALARY:	JSP 11/1 to 13/1 \$66,750 to \$95,136 Annual <i>Depending on Qualifications</i>
LOCATION:	Albuquerque, New Mexico

POSITION OVERVIEW

This position is assigned to the Honorable Judith C. Herrera, United States District Judge. The Term Law Clerk will provide legal support to Judge Herrera by conducting legal research; preparing legal documents such as orders, memoranda and draft opinions; case management; court calendar monitoring; becoming thoroughly familiar with the Case Management/Electronic Case Filing system (CM/ECF); and performing other duties as assigned. Overnight travel to divisional offices within New Mexico may also be required.

This is a Full-time Term position (40 hours per week, 80 hours per pay period) for Spring and Summer 2022. *The anticipated term is from January 31 to September 1, 2022 (exact dates are flexible).*

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

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.

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 skills 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.
- ◆ 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).
- ◆ This position includes a minimum of 11 paid holidays.

APPLICATION INFORMATION

Qualified applicants must submit a **letter of interest, law school transcript, current résumé with three professional references and a writing sample** to:

Judge Judith C. Herrera
United States District Court
333 Lomas Blvd. NW, Suite 710
Albuquerque, New Mexico 87102

Applications are also accepted by email to **HerreraChambers@nmd.uscourts.gov**.

PLEASE USE "TERM LAW CLERK – HONORABLE JUDITH C. HERRERA"
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