



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-LC/SV-1

ANNOUNCEMENT DATE:	June 6, 2022
CLOSING DATE:	Until filled
POSITION:	Term Law Clerk, Full-time <i>Limited term, Fall 2022</i> <i>(flexible start and end dates)</i>
STARTING LEVEL/SALARY:	JSP 12/1 to 13/10 \$79,363 to \$122,683 Annual <i>Depending on Qualifications</i>
LOCATION:	Las Cruces, New Mexico

POSITION OVERVIEW

The Honorable Stephan M. Vidmar, United States Magistrate Judge, is seeking an experienced law clerk. The Term Law Clerk will provide legal support to Judge Vidmar by preparing legal documents such as orders, memoranda and draft opinions; conducting legal research; assisting during trials and hearings; interacting with counsel; and performing case management, court calendar monitoring and other duties as assigned.

This is a Full-time Term position (80 hours per biweekly pay period) for approximately four months. *Position commences no earlier than August 29 and ends by December 30, 2022 (exact dates are flexible).*

Due to the limited term of this appointment, successful applicant must be thoroughly familiar with the Case Management/Electronic Case Filing system (CM/ECF) and be able to provide immediate support, either in-person or remotely, with minimal training.

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 appointment at 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 at least one year of legal work experience after graduation from law school. Previous federal law clerk experience is a must. Credit given for prior government service.

OTHER EXPERIENCE/QUALIFICATIONS

Progressively responsible experience in the practice of law, in legal research or administration, or equivalent experience received after graduation from law school is a plus. Strong legal research and writing skills are a must. Successful candidate must have strong organizational skills, Internet research skills, and proficiency with Westlaw or Lexis and MS Word.

PERSONAL CHARACTERISTICS

Successful candidate should possess good judgment and good analytical skills; demonstrate tact, initiative, and the 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.
- ◆ The court provides reasonable accommodations to applicants with disabilities.
- ◆ This position is subject to EFT (direct deposit of salary earnings).
- ◆ Benefit eligibility varies depending on length of appointment; inquire for details.

APPLICATION INFORMATION

Submit a single PDF with a **letter of interest indicating class standing in law school, current résumé, two references, two writing samples** and **AO-78** * (*Federal Judicial Branch Application for Employment*) **by email to usdcjobs@nmd.uscourts.gov.**

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

PLEASE USE “TERM LAW CLERK – JUDGE VIDMAR” IN THE SUBJECT LINE

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

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