



UNITED STATES DISTRICT COURT District of New Mexico

Honorable Kenneth J. Gonzales, Chief Judge
Erik Paltrow, 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 #: 26-ABQ/JSP-5

ANNOUNCEMENT DATE:	September 23, 2026
CLOSING DATE:	Open Until Filled <i>** Start date contingent upon appointment of Magistrate Judge, anticipated December 2026 **</i>
POSITION:	Term Law Clerk, Full-Time
STARTING LEVEL/SALARY:	JSP 11/1 to 13/1 \$75,489 to \$107,592 <i>Depending on Qualifications</i>
LOCATION:	Albuquerque, New Mexico

Special Note: *This is a federal civilian position but independent of the Executive branch and therefore not impacted by any of the recent Executive Orders or under any type of hiring freeze.*

As an Equal Opportunity Employer, we value diversity in our workforce.

POSITION OVERVIEW

This position is contingent upon the appointment of the new United States Magistrate Judge in Albuquerque. The Law Clerk will support the Judge by conducting legal research; drafting legal documents such as orders, opinions, proposed findings and recommended dispositions, and minutes; providing case management and court calendar monitoring; and performing other duties as assigned. The Law Clerk will work primarily on civil matters.

This is a Full-time Term position (40 hours per week, 80 hours per pay period) with a term lasting until **August 31, 2028**, at a minimum, with a possible extension. The anticipated start date is in December 2026, following the Judge's appointment; exact date is negotiable.

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

- ◆ Law review experience is preferred.
- ◆ Progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience 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 for the United States government](#).
- ◆ 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).

BENEFITS

A generous benefits package is available to full-time excepted employees, including

- ◆ A minimum of 11 paid holidays
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; Federal Employees Group Life Insurance; Flexible Benefits Program
- ◆ Retirement benefits*: FERS and Thrift Savings Plan (TSP)
* *Only if transferring from a previously covered position without a break in service.*
- ◆ Potential for occasional telework
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must email the following in ONE PDF to usdcjobs@nmd.uscourts.gov:

- ◆ **Law school transcript**
- ◆ **Letter of interest with three references**
- ◆ **Current résumé**
- ◆ **Two writing samples** – indicate whether edited by someone else, and whether AI was used to assist with drafting
- ◆ **AO-78 * (*Federal Judicial Branch Application for Employment*)**.

PLEASE USE “TERM LAW CLERK – USMJ ALBUQUERQUE” IN THE SUBJECT LINE

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

Applications **must** be submitted as **ONE PDF** attachment.

Illegible or incomplete applications may result in loss of consideration for the position. ZIP files and links to file sharing services (e.g., DropBox, OneDrive) will not be accepted. PDF size is limited to 10 MB. 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. Interviews may be conducted remotely via videoconference; travel for any in-person interviews will be at applicant’s 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