



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 #: 24-LC/JSP-4

ANNOUNCEMENT DATE:	August 12, 2024
CLOSING DATE:	September 30, 2024, or until filled <i>Anticipated start date October 31, 2024</i>
POSITION:	Law Clerk, Full-time, Short-term
STARTING LEVEL/SALARY:	JSP 11/Step 1 to JSP 13/Step 10 \$72,553 to \$134,435 Annual <i>Depending on Qualifications, 2024 pay tables</i>
LOCATION:	Las Cruces, New Mexico Telework considered

POSITION OVERVIEW

The Honorable Damian L. Martínez, United States Magistrate Judge, is seeking a Full-time Term Law Clerk to serve in his Las Cruces chambers for an appointment of limited duration. The term will run from approximately **October 31, 2024, through March 15, 2025** (exact dates are negotiable). Telework may be considered for this short-term position.

The law clerk provides legal support to Judge Martínez by conducting legal research and preparing legal documents such as orders, memoranda, and draft opinions; other work may include case management; court calendar monitoring; and other duties as assigned. A law clerk in this position will primarily work on civil matters.

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

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

- 1) Standing within the upper quarter (25%) of the law school is strongly preferred;
- 2) Law review experience or moot court participation is strongly preferred;
- 3) Previous federal law clerk or other post-law school legal work experience is required for this temporary position.

PERSONAL CHARACTERISTICS

The successful candidate should possess good judgment, good analytical skills, and a strong work ethic; demonstrate tact, initiative, and ability to work independently; and maintain a professional appearance and demeanor at all times. The candidate must also 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).

BENEFITS

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

- ◆ Paid holidays, although the clerk will have to work some of them.
- ◆ 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.*
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter with three references, current résumé, Law Grade Sheet, two writing samples** and **AO-78** * (*Federal Judicial Branch Application for Employment*) **by email to MartinezChambers@nmd.uscourts.gov.**

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

PLEASE USE "OCT. 2024 TERM LAW CLERK – JUDGE MARTINEZ"
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 and links to file sharing services (DropBox, OneDrive, etc.) 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