



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-ABQ/JSP-1

ANNOUNCEMENT DATE:	May 14, 2024
CLOSING DATE:	May 31, 2024 or until filled <i>Term commences immediately; ends August 31, 2025</i>
POSITION:	Term Law Clerk
STARTING LEVEL/SALARY:	JSP 11/Step 1 to JSP 13/Step 10 \$73,317 to \$135,851 annual Depending on Qualifications
LOCATION:	Albuquerque, New Mexico

POSITION OVERVIEW

The Honorable Matthew L. Garcia, United States District Judge, is seeking a law clerk to join his Albuquerque chambers. The Law Clerk will support the judge by conducting legal research; drafting legal documents such as orders, memoranda, and draft opinions; case management; court calendar monitoring; and performing other duties as assigned.

This announcement is for a Full-time Term law clerk position of approximately 15 months, starting immediately and ending August 31, 2025.

Some considerations to note before applying:

- ◆ Given the important nature of the Court's work and the high caseload, interested applicants should be aware that this is not a 9 to 5 job. Some time beyond the traditional workday will often be necessary to meet deadlines and address the various issues that surface.
- ◆ Remote work is not permitted.
- ◆ Cover letter should include some explanation regarding candidate's interest in working in this district and/or in Judge Garcia's chambers.
- ◆ The ability to write clearly, concisely, and quickly is paramount.

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

This position 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.

For salary purposes, term law clerks normally qualify for appointment to the grade of JSP-11. 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 QUALIFICATIONS

- ◆ The successful applicant will have exemplary writing abilities. Writing samples will be read carefully and assessed for composition, linear thinking, and clarity. References will also be asked about the candidate's writing skills.

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 as well as 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

- ◆ 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.*
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter with three references, current résumé, two writing samples, three recommendations, and law school transcript** by email to garciaschambers@nmd.uscourts.gov.

PLEASE USE "LAW CLERK – HONORABLE MATTHEW J. GARCIA" 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