

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA**



**JUDICIAL LAW CLERK TO
UNITED STATES MAGISTRATE JUDGE**

**STARTING SALARY: JSP 11-JSP 13*
\$67,437 - \$96,117
Depending upon experience &
bar membership**

The United States District Court for the Northern District of Georgia is recruiting to fill a **Judicial Law Clerk** position for a Magistrate Judge in the Atlanta Division. The appointment is for a two-year term, with the option of conversion to career status. First review of applications will occur on October 21, 2020; however, the position will remain open until filled.

Representative Duties:

Judicial law clerks are responsible for legal research and the preparation of orders, memoranda and draft opinions. A law clerk will work primarily on Title VII employment discrimination, Fair Debt Collection Practices Act, Truth in Lending Act, and Social Security disability cases as well as some criminal cases. This position consists of significant administrative duties for which good organizational skills and a working knowledge of Microsoft Word are required.

Qualifications:

Applicants must be from the top 15% of their law school class and preferably have passed the Bar and acquired Bar membership. Preference will be given to applicants who possess prior judicial law clerk experience, have served on the editorial board of a law review, or practiced law. Applicants also must have excellent legal research and writing skills. The job responsibilities require significant interaction with judges, attorneys, law clerks, and other chambers staff. The ability to self-motivate and communicate effectively, both verbally and in writing, is critical. Must also have excellent interpersonal and organizational skills, including the ability to manage multiple tasks in a timely manner.

Salary Standards:

The table below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable Judicial Salary Plan (JSP) grade levels. Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

JSP Grade	Yrs. Of Legal Exp.	Bar Membership
11	0	No
12	1	Yes
13	2	Yes

JSP Grade 11 salary: \$67,437

JSP Grade 12 salary: \$80,830

JSP Grade 13 salary: \$96,117

*JSP Grade 14 will be considered for those with three or more years of legal work experience. To qualify for JSP-14, two of the three required years of legal work experience must have been served in the federal judiciary as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk.

Notice to Applicants:

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. Employees must adhere to a Code of Ethics and Conduct which is available to applicants to review upon request. As a condition of employment, the selected candidate must successfully complete a background check with law enforcement agencies and a check of financial and credit records. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a United States citizen or eligible to work in the United States.

Application Process:

Applications will be accepted commencing immediately. **First review of applications will occur on October 21, 2020; however, the position will remain open until filled.** To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78 (available through this link: <http://www.uscourts.gov/file/635/download>); 2) a cover letter addressing qualifications and relevant experience; 3) a chronological résumé including education and employment; 4) a writing sample; and 5) transcript. Completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to: **United States District Court, Attn: Human Resources Manager, Vacancy #21-01, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3338.** All applications will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable. Applicants selected for an interview may be required to provide an additional writing sample at the time of the interview.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.