



# CAREER OPPORTUNITY

with the

## United States District Court Northern District of Georgia



### TERM LAW CLERK for U.S. Magistrate Judge

JSP 11 – 13

Vacancy Announcement # 24-15

Salary Range: **\$76,671 - \$109,278**

Placement in the range depends upon  
education and experience.

Opening Date: **May 23, 2024**

Closing Date: **Open until filled**

Priority to applications received by  
June 21, 2024.

**OVERVIEW:** The United States District Court for the Northern District of Georgia, Atlanta Division, is recruiting to fill a Judicial Law Clerk position for U.S. Magistrate Judge Walker in the exciting and growing city of Atlanta, Georgia. Anticipated start date is July 22, 2024. First review of applications will occur after June 21, 2024; 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.

#### QUALIFICATION REQUIREMENTS:

Applicants must be from the top 25% of their law school class. Applications without law school class rank (unless the school does not rank students) will not be considered. Preference will be given to applicants who possess excellent research and writing skills and membership on the editorial board of a law review or prior experience as a federal law clerk or practicing law. The job responsibilities require significant interaction with judges, attorneys, law clerks, and other court staff. The ability to communicate effectively, both verbally and in writing, is critical. Excellent interpersonal and organizational skills, including the ability to manage multiple tasks in a timely manner, are essential.

#### 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 means progressively responsible experience in the practice of law, legal research, or legal administration or equivalent experience received after graduation from law school.

JSP Grade	Yrs. Of Legal Exp.	Bar Membership
11 - \$76,671 PA	0	No
12 - \$91,897 PA	1	Yes
13 - \$109,278 PA	2	Yes

**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. All employees are required to adhere to a Code of Ethics and Conduct, copies of which are available 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 United States citizens or eligible to work in the United States.

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Due to the sensitivity of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing Form AO-78 must complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual’s date of hire.

## HOW TO APPLY

To apply for this position, qualified applicants should submit:

- 1) Federal Judicial Branch  
Application for Employment  
[Link to Form AO 78](#)
- 2) Cover letter addressing  
qualifications and relevant  
experience
- 3) Chronological resume  
including education,  
employment, and salary  
history

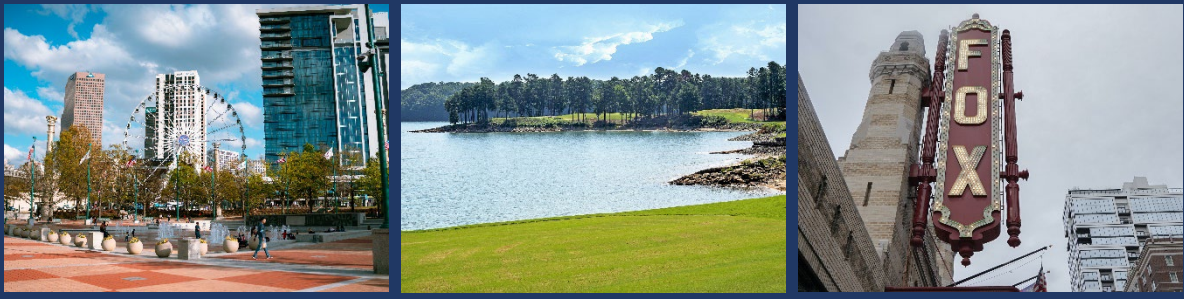
Submit your completed package  
as a single PDF electronically to:  
[HR\\_GAND@gand.uscourts.gov](mailto:HR_GAND@gand.uscourts.gov)

or via mail to:

**United States District Court  
Attn: Human Resources  
Manager, Vacancy #24-15  
75 Ted Turner Drive, SW  
Room 2013  
Atlanta, GA 30303-3338**

All applicants will be screened, and  
only the best qualified candidates  
will be invited for an interview.  
Interview and relocation expenses  
are not reimbursable.

**ABOUT ATLANTA:** Rich in arts and culture, “The City in the Forest” is a leader in film and TV production and home to several professional sports teams including the Atlanta Braves, Atlanta Falcons, Atlanta Hawks, Atlanta United, and Atlanta Dream. We enjoy mild winters and a climate that allows for almost year-round enjoyment of numerous parks, hiking trails, and other outdoor recreational areas.



**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**