



CAREER OPPORTUNITY with the United States District Court Northern District of Georgia



TEMPORARY LAW CLERK for U.S. District Judge

JSP 11 – 13

Vacancy Announcement # 24-16

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

Placement in the range depends upon
education and experience.

Opening Date: **June 13, 2024**

Closing Date: **Open until filled**

Early applications encouraged.

Full-time remote potential.

OVERVIEW: The United States District Court for the Northern District of Georgia, Atlanta Division, is recruiting to fill a temporary Judicial Law Clerk position for U.S. District Judge Eleanor L. Ross in the exciting and growing city of Atlanta, Georgia. Anticipated start date is as soon as possible. This position has potential to be full-time remote with Judge approval.

REPRESENTATIVE DUTIES:

Judicial law clerks are responsible for legal research and the preparation of orders and draft opinions. Law clerks will assist on a wide variety of civil cases that come before the Court, as well as some criminal matters. Beyond assistance on legal matters, this position entails significant administrative duties within Chambers, such as proofreading and cite checking law clerk draft opinions and the preparation of jury instructions. These duties require good organizational and strong interpersonal skills.

QUALIFICATION REQUIREMENTS:

To qualify for the position of law clerk, a person must be a law school graduate from a law school of recognized standing and must demonstrate a strong track record of academic and professional success. The successful candidate must have passed the Bar and acquired Bar membership. To qualify for the JSP 13 level, at least two years of legal work experience is required. 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.

Preference also will be given to applicants who possess prior judicial law clerk experience, as well as those who have served on the editorial board of a law review. Applicants 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. Applicants must also have excellent interpersonal and organizational skills, including the ability to manage multiple tasks in a timely manner. Knowledge of Microsoft Word is a requirement.

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

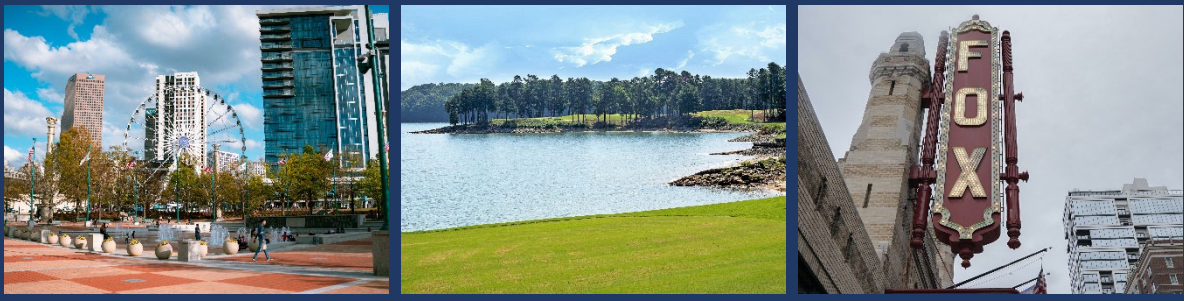
Submit your completed package as a single PDF electronically to:
HR_GAND@gand.uscourts.gov

or via mail to:

**United States District Court
Attn: Human Resources
Manager, Vacancy #24-16
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.