



CAREER OPPORTUNITY

with the

United States District Court Northern District of Georgia



COURT LAW CLERK

JSP 11 – 13

Vacancy Announcement # 25-18

Salary Range: **\$78,189 - \$111,442**

Placement in the range depends upon education and experience.

Opening Date: **August 5, 2025**

Closing Date: **Open until filled.**

Early application encouraged.

More than one position may be filled.

This position is in the federal judiciary, not the executive branch, and therefore is not subject to the executive orders and DOGE mandates that apply only to the executive branch.

OVERVIEW:

The U.S. District Court for the Northern District of Georgia is one of the busiest federal district courts in the country. We are accepting applications for court law clerks to serve a term of one year in Atlanta, Georgia. These positions will require in-person attendance and may not be fulfilled remotely. Employment may commence as early as October 1, 2025. The one-year term may be renewed but is contingent on, among other things, funding and law clerk term limits.

REPRESENTATIVE DUTIES:

Court law clerks will be primarily responsible for legal research and the preparation of draft orders and opinions. They may assist on a wide variety of challenging and complex civil and criminal cases that come before the Court. Although court law clerks may not necessarily work within any individual judge's chambers, their duties will be ultimately supervised by one or more federal judges, and their work product will be heavily relied upon.

QUALIFICATION REQUIREMENTS:

Applicants must not only be a graduate of a law school of recognized standing, but must also have an excellent academic record, a demonstrated proficiency in writing and legal analysis, and an ability to produce outstanding work product efficiently and under demanding time pressures. The successful candidate must have also passed the bar and acquired bar membership before their start date. To qualify for the JSP 13 level, the candidate must have at least two years of legal work experience. 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.

Preference will be given to applicants with prior judicial law clerk experience, as well as those who have served on the editorial board of a law review. The job responsibilities require interaction with judges, attorneys, and other law clerks or 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.

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.

BENEFITS:

Court law clerks are eligible for health insurance. Depending on the length of the term, clerks also may be eligible for dental, vision, and life insurance. Paid vacation time and paid sick time may also be available. Court law clerks are not eligible to participate in the Federal Employees Retirement System (FERS) or Thrift Savings Plan (TSP).

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.

HOW TO APPLY

To apply for this position, qualified applicants should submit:

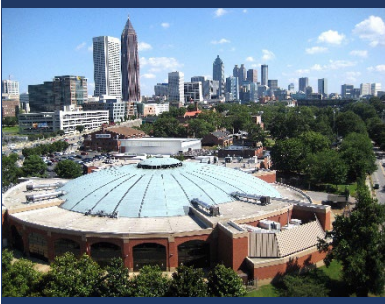
- 1) Federal Judicial Branch Application for Employment [Link to Form AO 78](#)
- 2) Cover letter addressing qualifications and relevant experience.
- 3) Chronological resume including education, employment, and salary history.
- 4) Legal writing sample not to exceed 10 pages and not heavily edited by others.
- 5) Law school transcript.
- 6) List of references.

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 #25-18
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.



THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.