

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF LOUISIANA



NOTICE OF VACANCY

*The United States District Court for the Middle District of Louisiana is accepting applications for the position of **Judicial Law Clerk (Term/Temporary)** to Honorable Scott D. Johnson, United States Magistrate Judge.*

ANNOUNCEMENT NUMBER: 21-USDC-6

LOCATION OF POSITION: Baton Rouge, Louisiana

POSITION TITLE: Judicial Law Clerk (Term/Temporary)

CLASSIFICATION LEVEL: Judiciary Salary Plan JSP 11 – 13

SALARY RANGE: See table on page 2 under legal work experience section

OPENING DATE: Wednesday, September 1, 2021

CLOSING DATE: Wednesday, September 15, 2020 at 12:00 PM CST

STARTING DATE: Tentatively set for beginning of October 2021

- The appointment term for this position is 20-weeks from the actual entrance on duty date.
- Starting salary commensurate with experience. Salary placement may be higher with prior legal work experience in the federal judiciary as a law clerk and bar admission.

POSITION OVERVIEW:

The United States District Court for the Middle District of Louisiana is recruiting for the position of Judicial Law Clerk (Term/Temporary) 21-USDC-6. This appointment term will be 20-weeks from the entrance on duty date and is subject to the lifetime limitation as defined below. ★ This position is in the chambers of United States Magistrate Judge Scott D. Johnson in Baton Rouge, Louisiana and reports directly to the Honorable Scott D. Johnson. The Judicial Law Clerk researches issues of law, attends trials and other court proceedings, acts as legal advisor, prepares orders, and makes recommendations based on the law, to the Honorable Scott D. Johnson. The caseload in the jurisdiction is heavy, and the types of cases presented are varied, often involving novel and complex issues of the law. While the nature of the matters presented is serious, the office environment is personable. There is daily interaction with the Judge and other court staff concerning legal and court-related issues.

- ★ *Lifetime Limitation – No individual is permitted to serve in the Judiciary for more than four years (whether full-time or part-time) in a Term Law Clerk capacity on or after September 18, 2007. Service as a Term Law Clerk prior to September 18, 2007 will not be counted toward the four-year limit.*

QUALIFICATIONS:

Applicants must be United States citizens or eligible to work in the United States. For consideration, an applicant must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) with an excellent academic record and excellent research and writing skills. Four or more years of graduate legal experience is strongly preferred.

GENERAL EXPERIENCE:

This position requires a detail-oriented self-starter who can maintain strict confidentiality, work well with staff members at all levels, and complete assignments accurately and in a timely manner. Applicants must have excellent communication and organizational skills. Maturity, ethics, and commitment to the law are required. Some travel may be required. Additionally, the applicant must be proficient in computer assisted research, Windows, and Microsoft Word.

LEGAL WORK EXPERIENCE:

Legal work experience is experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation. Applicants with post-graduation/bar admission legal work experience are preferred.

The table below shows the number of years of legal work experience required for each Judiciary Salary Plan (JSP) grade level/step. Please note that appointment to JSP 12 or above requires that the applicant be a member of the bar of a state, territory, or federal court of general jurisdiction.

JSP Grade Level/Step	Starting Salary	Years of Legal Work Experience	Bar Membership Required
11/1	\$64,649	0	No
12/1	\$77,488	1	Yes
13/1	\$92,143	2	Yes

- ★ *Prior legal work experience in the federal judiciary as a law clerk could increase the starting salary.*

BENEFITS:

Employment with the United States District Court offers a generous benefit package, civil and criminal law experience at the federal court level, and an environment providing significant responsibility and challenge. Law Clerks appointed to term/temporary appointments for twenty-weeks are eligible for the following benefits:

- Social Security and Medicare benefits
- Paid Federal holidays
- Paid on-site assigned parking

Term Law Clerks are not eligible to participate in the Federal Employees Retirement System (FERS) or Thrift Savings Plan (TSP). This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings. Additional benefits may be available if transferring without a break in service from a previously covered position.

APPLICATION PROCEDURES:

Applicants should submit a complete applicant's packet which includes: a letter of interest, a current/detailed resume with class rank and honors, an ★unedited writing sample (not to exceed 10 pages), three professional references, AND a completed Application for Judicial Branch Federal Employment (Form AO-78). The applicant's packet must be received by 12:00 PM CST on Wednesday, September 15, 2021 to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from our website www.lamd.uscourts.gov/employment. You must reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all the items listed above have been received by Human Resources. Please email or fax your complete applicant's packet to:

humanresources@lamd.uscourts.gov

*(Attachment must be saved as **one** PDF file – Multiple attachments WILL NOT be accepted.)*

OR

Attention: Human Resources; fax: 225.389.3542

- ★ *If an unedited writing sample is not available, an edited writing sample may be submitted. If the writing sample has been edited, please provide an explanation.*

ADDITIONAL INFORMATION:

Applicants must be United States citizens or eligible to work in the United States. The most qualified applicants may be invited to one (or more) personal interview(s) with the Court. Applicants selected for interviews will be required to travel to the designated location at their own expense if interviewed in person. The Court is not authorized to reimburse applicants for travel and/or relocation expenses. In-person interviews are preferred, but interviews by video conference will be considered upon request. All applicants who participate in the interview process will receive a written response if they are not selected. Please do not inquire about the status of your application. Prior to appointment, the selectee considered for this position is required to undergo an FBI background check and investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the investigation. Unsatisfactory results may result in termination of employment.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees depending

on the appointment type. Employees who work at the Court are considered at-will and work at the pleasure of the Court.

The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. This is a term/temporary position, and the incumbent is considered to be in a probationary period upon hire.

The Court provides reasonable accommodations to applicants with disabilities in accordance with the Americans with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources. The decision on granting reasonable accommodations will be made on a case by case basis. The United States District Court for the Middle District of Louisiana is an Equal Opportunity Employer and values diversity in the workplace.