

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)** to Honorable John W. deGravelles, United States District Judge.*

ANNOUNCEMENT NUMBER: 23-USDC-12

LOCATION OF POSITION: Baton Rouge, Louisiana

POSITION TITLE: Judicial Law Clerk (Term)

CLASSIFICATION LEVEL: Judiciary Salary Plan JSP 11 – 13

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

OPENING DATE: Wednesday, November 29, 2023

CLOSING DATE: Wednesday, December 20, 12:00 PM CST

STARTING DATE: Fall 2024

- The appointment term is anticipated to be twelve months from the date of appointment subject to the lifetime limitation defined on page two.
 - Starting salary commensurate with experience and bar admission if applicable. Salary placement may be higher with previous work experience in the federal judiciary as a law clerk.
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POSITION OVERVIEW:

The United States District Court for the Middle District of Louisiana is recruiting for the position of Judicial Law Clerk (Term). This appointment will last for at least twelve months from the date of appointment and is subject to the lifetime limitation as defined below.★ This position is located in the chambers of United States District Judge John W. deGravelles in Baton Rouge, Louisiana, and reports directly to the Honorable John W. deGravelles. 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 Judge. 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 AND REQUIREMENTS:

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.

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. Applicants with top 10% ranking and law review/journal or moot court experience are preferred.

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 or prior federal judicial clerkships are preferred.

The table below shows the number of years of legal work experience required for each Judiciary Salary Plan (JSP) grade level. 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 Legal Work Experience	Bar Membership Required
11/1	\$69,107	0	No
12/1	\$82,830	1	Yes
13/1	\$98,496	2	Yes

- ★ *Prior legal work experience in the federal judiciary as a law clerk may 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 appointments for at least one year and one day are eligible for the following benefits:

- Social Security and Medicare benefits
- Eleven paid Federal holidays
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement
- 24-hour on-site fitness center
- Paid on-site assigned parking
- This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

Term Law Clerks are not eligible to participate in the Federal Employees Retirement System (FERS) or Thrift Savings Plan (TSP).

APPLICATION PROCEDURES:

Applicants should submit a complete applicant's packet which includes: a letter of interest, current/detailed resume, transcript, ★unedited writing sample (not to exceed 15 pages), 2-3 letters of recommendation, 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, December 20, 2023, to be considered. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from our website www.lamd.uscourts.gov/employment. Applications will not be considered complete until all 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, and 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.

Per Administrative Order 2021-7 all employees must be “fully vaccinated” against the COVID-19 virus (unless the Court has granted an exemption from this vaccination mandate on medical or religious grounds). “Fully vaccinated” is defined as two weeks after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or the single-dose vaccine (Johnson & Johnson). Acceptable forms of proof of vaccination include the Centers for Disease Control COVID-19 Vaccination Record Card issued by the vaccine provider or the SMART Health Card that can be found in the LA Wallet application for mobile devices. Exemptions to the vaccination requirement will only be considered for individuals with medical conditions that prevent them from being vaccinated or for individuals with sincerely held religious beliefs that prohibit them from being vaccinated. Procedures for exemption requests will be provided upon request.

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. The incumbent will be subject to a one-year probationary period.

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.