CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF ILLINOIS

POSITION:	Judicial Law Clerk, Temporary (available immediately)
VACANCY NUMBER:	2016-21
LOCATION:	East St. Louis, Illinois
SALARY:	JSP 11/1 ($59,318)
DATE POSTED:	December 20, 2016
CLOSING DATE:	January 10, 2017, at 4:00 pm

POSITION SUMMARY

The United States District Court for the Southern District of Illinois is seeking a full time temporary judicial law clerk to United States District Judge David R. Herndon. This position is for one year and one day with the possibility of extension (not to exceed four years). The temporary judicial law clerk provides critical support to Judge Herndon by conducting legal research, drafting memoranda and orders, and making recommendations on both civil and criminal cases. The successful candidate for this position will report to the East St. Louis courthouse and may qualify for ad hoc telework.

SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Review legal submissions (such as motions, petitions, supporting and opposing briefs), research and identify issues, and draft orders for Judge Herndon's review in multi-district litigation cases and mass action cases. Manage docket and prioritize projects to ensure that motions are briefed prior to hearing, motions are cleared in a timely manner, motions are resolved in advance of final pretrial conference or settlement conference, and cases are ready to be called out to trial when scheduled. Perform administrative functions such as editing, proofreading, docketing in electronic case filing (CM/ECF) system, telephone communications, and scheduling. Coordinate with personnel in the clerk's office and other judicial chambers to ensure efficient disposition of cases. Keep abreast of changes in the law.

QUALIFICATION STANDARDS

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) from a law school approved by either the American Bar Association or the Association of American Law Schools and have demonstrated one of the following accomplishments or proficiencies:

- Standing within the upper third of the law school class;
- Experience on the editorial board of a law review of such a school;

- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

COURT PREFERRED SKILLS

Superior research and writing skills. Experience in the federal judicial system, especially as a law clerk. Experience with electronic case filing systems, such as CM/ECF. Proficiency in Westlaw or Lexis. Excellent academic credentials. Strong organizational skills. Ability to prioritize tasks and juggle competing demands. Applicant must possess proficient typing and personal computer skills. Desirable qualifications include: self-motivated, detail-oriented, reliable, excellent oral and written communication skills, superb analytical skills, understanding of court processes, familiarity with Federal Rules of Civil and Criminal Procedure, familiarity with prisoner civil rights litigation, ability to work as part of a team, professionalism, integrity, and an aptitude for working well under pressure.

BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are "at will" and can be terminated with or without cause. Judicial chambers law clerks are covered by the Judiciary Salary Plan. Optional federal benefits include health, life, and long-term care insurance, flexible spending accounts for health and dependent care, and dental and vision insurance. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

BACKGROUND INVESTIGATION REQUIREMENTS

As a condition of employment, the selectee considered for this position is required to undergo an FBI background check. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check.

PROCEDURES FOR APPLYING

Application packets should include the following:

- Cover letter;
- Résumé;
- AO 78 Application for Judicial Branch Federal Employment (located on the court's website at www.ilsd.uscourts.gov);
- Names, addresses, and telephone numbers of three professional references; and
- One writing sample (not edited by others) limited to **no more than 10 pages**.

Application packets should be sent to:

United States District Court / Southern District of Illinois
ATTN: Human Resources Administrator--Confidential, #2016-21
750 Missouri Avenue
East St. Louis, Illinois 62201-2954

Applications must be received by 4:00 p.m. on the closing date. Do **not** email or fax application

materials. Incomplete and late application materials will not be considered.

Applicants must be United States citizens or eligible to work in the United States. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the Southern District of Illinois. Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. If a similar position within the District Court opens within 30 days of the closing date of this announcement, applicants under this announcement will be considered without further advertisement and competition. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

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Court's Mission

Our mission is to resolve judicial matters fairly and justly in a manner that will uphold and defend the Constitution of the United States. We are committed to doing so through communication and education in order to ensure respect for the Court. We work to resolve disputes in a timely and efficient manner to promote the public's confidence and trust in the Judiciary of the United States and to protect individual rights and liberties through law.

Clerk's Office's Mission

The mission of the Clerk's Office is to provide administrative and case management support to the district court, members of the bar, the public, and all government agencies in a professional, timely, and efficient manner. Through teamwork, we perform our duties with courtesy, respect, equality, and fairness, thereby promoting public trust and confidence in the judicial system. Success is linked to commitment, and we are committed to excellence.

The United States District Court for the Southern District of Illinois is an Equal Opportunity Employer.