



U. S. District Court Southern District of Mississippi

Term Law Clerk Vacancy Announcement MSSD-2015-9

POSITION

TERM LAW CLERK

LOCATION

Gulfport, Mississippi

SALARY/TARGET

JSP 11-13

Full time starting salary ranges from \$58,562 to \$83,468; actual salary will be based on relevant experience and bar membership.

POSITION AVAILABLE

No later than May 2, 2016

APPLICATION CLOSING DATE

Open Until Filled. **To be assured of consideration, applications should be received by February 29, 2016**

ANNOUNCEMENT

MSSD-2015-09

The U. S. District Court, Southern District of Mississippi, is an Equal Opportunity Employer

POSITION OVERVIEW / RESPONSIBILITIES

The United States District Court for the Southern District of Mississippi seeks qualified applicants for the position of LAW CLERK TO A UNITED STATES MAGISTRATE JUDGE. The position will be available no later than May 2, 2016, for a term of one to two years.

The law clerk will work closely with the Judge on all aspects of the docket and will be assigned responsibility for daily monitoring, research, and writing immediately upon entering on duty. The duty station for this position is Gulfport, Mississippi.

1. Legal research and writing; drafting orders and opinions for judicial review; providing information, guidance and advice to judges on legal issues relating to each case; and making recommendations to judges on individual cases.
2. Communicating with other courts, state and federal agencies, counsel, litigants and court staff regarding court rules and procedural issues, calendaring, and other litigation matters.

Court employees are not civil service employees and serve at the will of the Court. **All court employees must be aware of and in compliance with the canons of federal judicial conduct and are subject to appropriate background and security investigation.**

EDUCATION AND QUALIFICATIONS

Must be a graduate from an accredited law school.

Bar membership, post-J.D. experience and/or extensive legal research and writing experience are desired.

To qualify for JSP 11, graduation from an accredited law school is required. Candidates are expected to demonstrate distinction in their law school career through, for example, class standing, law review, legal publications, moot court, clinical programs, advanced degree, or, if applicable, distinction in their post-J.D. experience. Experience with automated legal research systems and word processing software, such as WordPerfect 10 and MS Word is required.

To qualify for JSP 12-13, legal work experience after law school and bar membership will be 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.

BENEFITS

The judiciary offers a generous benefits package which includes:

- 10 paid holidays
- Medical insurance options (requires employee contribution)
- Life insurance options (requires employee contribution)
- Long term care plan options
- Long term disability plan options
- Flexible spending account options

MISCELLANEOUS INFORMATION

- Employees of the federal judiciary serve under “Excepted Appointments” and are considered “at-will” employees and can be terminated with or without cause at any time with the exception of Probation Officers, who must be removed for cause per 18 U.S.C. 362.
- Employees of the judiciary are required to use direct deposit for their salary payments.
- Candidates must be citizens of the United States of America or be eligible to work in the United States.

APPLICATION PROCESS

Interested applicants should submit a letter of application, together with a detailed resume which includes all applicable educational and professional experience and training, three references and recommendations and two legal writing samples, at least one of which is not a law journal article, to:

Honorable John C. Gargiulo
United States Magistrate Judge
2012 15th St., Suite 672
Gulfport, MS 39501

Applications will be accepted until position is filled.