

NOTICE OF POSITION VACANCY

No. 2015-7

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF MISSISSIPPI

LAW CLERK JSP 11-13

OCCUPATIONAL INFORMATION: The United States District Court for the Southern District of Mississippi seeks qualified applicants for the position of **LAW CLERK TO A UNITED STATES DISTRICT JUDGE**. The term of the appointment will be from July 1, 2015, to June 30, 2017.

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

1. Legal research and writing; drafting orders and opinions for judicial review; providing information, guidance and advice to the Judge on legal issues relating to each case; and making recommendations to the Judge 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.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE: 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 degrees, 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, legal research, and legal administration, or equivalent experience, received after graduation from law school.

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

Interested applicants should submit a letter of application; a detailed resume, which includes all applicable educational and professional experience and three references; one legal writing sample; and an unofficial law school transcript.

**Honorable Daniel P. Jordan III
United States District Judge
501 E. Court St., Suite 5.750
Jackson, MS 39201**

Applications should be submitted on or before May 22, 2015.

Employees of the United States Courts are not included in the government's Civil Service classification and are required to adhere to the Code of Conduct for Judicial Employees. Term law clerks are entitled to health benefits, dental and vision insurance, and life insurance. Participation in electronic funds transfer for payment of net pay is mandatory. Employment will be provisional, pending the results of a background investigation. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

**The United States District Court, Southern District of Mississippi is
an Equal Employment Opportunity employer.**

4/15/2015