



U. S. District Court Southern District of Mississippi

Term Law Clerk Vacancy Announcement MSSD-2023-10

POSITION

TERM LAW CLERK

LOCATION

Jackson, Mississippi

SALARY/TARGET

JSP 11-13 Based on 2023 salary tables, the full-time starting salary ranges from \$69,107 to \$98,496 (actual salary dependent on relevant experience and bar membership).

POSITION AVAILABLE

August 2024 (actual start date to be determined)

APPLICATION CLOSING DATE

Open Until Filled.

ANNOUNCEMENT

MSSD-2023-10

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 UNITED STATES DISTRICT JUDGE KRISTI H. JOHNSON. The term of position will be August 2024 through August 2025.

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 Jackson, Mississippi. Responsibilities include but are not limited to:

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

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.**

APPLICATION PROCESS

Applications should include a cover letter, resume, one writing sample, three letters of recommendation, an official undergraduate transcript (and postgraduate transcripts, if applicable), and an unofficial law school transcript.

Interested applicants may submit by mail or email to:

Honorable Kristi H. Johnson
501 East Court Street, Suite 4.550
Jackson, MS 39201
Telephone: 601-608-4400
Email: Johnson_chambers@mssd.uscourts.gov

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.