U. S. District Court
Southern District of Mississippi

Term Law Clerk
Vacancy Announcement MSSD-2025-05

POSITION

TERM LAW CLERK

LOCATION

Jackson, Mississippi

SALARY/TARGET

JSP 11-13

Based on 2025 salary tables, the full time starting salary ranges from $73,939 to $105,383 (actual salary dependent on relevant experience and bar membership).

POSITION AVAILABLE

Immediately

APPLICATION CLOSING DATE

Open Until Filled.

ANNOUNCEMENT

MSSD-2025-05

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 DISTRICT JUDGE. This is a term position limited to four years within the judiciary.

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.

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 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:

- 11 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 recommendation letters and two legal writing samples, at least one of which is not a law journal article, to:

Honorable Henry T. Wingate
United States District Judge
501 East Court St., Suite 6.750
Jackson, MS 39201
Wingate_Applicants@mssd.uscourts.gov

Applications will be accepted until position is filled.

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.