

# United States District Court

## District of Delaware

### Vacancy Announcement

Position Title: Term Law Clerk to U.S. Magistrate Judge

Duty Station: Wilmington, Delaware

Salary: JSP 11/1- 11/10 (\$69,579- \$90,451)

JSP 12/1- 12/10 (\$83,397- \$108,421)

JSP 13/1- 13/10 (\$99,170- \$128,924)

JSP 14/1- 14/10 (\$117,188- \$152,342)

**\*Starting salary for this position will be based upon experience and education in accordance with the Judicial Salary Plan for the U.S. Courts.**

Opening Date: April 6, 2020

Closing Date: April 20, 2020

### **Position Overview**

The United States District Court for the District of Delaware is hiring a Term Law Clerk to United States Magistrate Judge Hall. The law clerk will provide information, guidance and advice to Judge Hall in connection with pending civil and criminal litigation. Duties will include the following:

- Drafts appropriate recommendations and orders for the Court's signature
- Drafts legal memoranda, opinions and orders
- Reviews all complaints, petitions, motions, and pleadings that have been filed to determine issues involved and basis for relief
- Performs research as required
- Reviews docket of pending litigation to assure proper progress. Keeps Judge advised of those cases where action is appropriate

### **Qualifications**

To qualify for the position of law clerk on the personal staff of a United States Magistrate Judge, a person 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 or recognized standing, and have demonstrated one or more of the following accomplishments or proficiencies:

- a) Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;

- b) Experience on the editorial board of a law review of such a school;
- c) Graduation from such a school with an LLM degree; or
- d) Proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above. Some examples of criteria that are considered to be acceptable as equivalent include:
  - 1) Publication of a noteworthy article in a law school student publication or other scholarly publication;
  - 2) Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
  - 3) Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
  - 4) Participation in the legal aid or other law school clinical program sanctioned by the law school;\* or
  - 5) Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school, i.e., working one's way through college.\*

(\*To receive credit, participation and experience could not have been for academic credit.)

### **Education and Experience**

JSP 11/1	Must have law degree
JSP 12/1	1 year legal experience AND bar membership required
JSP 13/1	2 years legal experience AND bar membership required
JSP 14/1	3 years legal works experience (two of the three years of legal work experience must have been served in federal judiciary as chambers law clerk, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk)

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 United States District Court for the District of Delaware offers a generous benefits package which includes the following:

- Ten paid federal holidays
- Participation in the Federal Employees Health Benefits Program (FEHB)
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Federal Employees Group Life Insurance (FGLI)

- Flexible Benefits Program
- Employee Assistance Programs
- Long Term Care Insurance through the Federal Judiciary or OPM
- Student Loan Forgiveness Program for Public Service Employees
- On-site fitness facility

NOTE: Some benefits require a waiting period.

### **Information for Applicants**

Applicants must submit materials electronically through the OSCAR system located at <https://oscar.uscourts.gov> Only applications received through OSCAR will be accepted. The posting listed under the account for Judge Hall must include the following documents: Cover letter, resume, writing sample and transcript.

Due to the volume of applications received, the U.S. District Court will only communicate to those individuals who will be interviewed. If you are not notified by us, another candidate within the recruitment was selected.

The Court reserves the right to modify the conditions of this announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

The position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

The U.S. District Court requires employees to adhere to the Judicial Code of Conduct for Judicial Employees which is available on [www.uscourts.gov](http://www.uscourts.gov).

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. District Court.

The Term Law Clerk is a sensitive position. The selected candidate will be subject to an FBI fingerprint check as a condition of employment and may be subject to periodic updates.

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