



UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEW JERSEY

OFFICE OF THE CLERK

WILLIAM T. WALSH

United States District Court – NJ — CAREER OPPTY. #14-06

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| Position: Posting | Staff Law Clerk (Excepted Temporary Appointment) |
| Period: | October 15, 2014 to November 5, 2014 (Position Available on or about 2/9/2015) |
| Classification Level: | Salary Range - JSP 11-14 (\$65,377 to \$143,141)- Table 66 Trenton/Newark (Qualifications based on experience pursuant to AO guidelines.) |
| Location/Duty Station: | Prisoner Litigation Office, Trenton, New Jersey |

Introduction:

The U.S. District Court for the District of New Jersey is hiring several attorneys to join its Prisoner Litigation Office for two-year terms. A limited number of one-year terms, and a part-time position*, are also available. The Staff Law Clerk position reports to the Supervisory Staff Law Clerk, a designee of the Chief Judge.

Position Overview:

The Staff Law Clerk provides assistance to the Court regarding substantive legal and procedural review of prisoner civil litigation, instituted with or without an attorney, including State and Federal prisoner habeas corpus petitions and civil rights complaints.

Duties and Responsibilities:

- Substantively screens petitions and complaints;
- Drafts appropriate opinions and orders for review by District Judges, including motions to dismiss and for summary judgment, and final habeas opinions;
- Monitors dockets to assure the proper progress of cases;
- Provides information, guidance, and advice to judges and chambers law clerks on legal issues relating to prisoner cases;
- Compiles statistics and prepares periodic reports to reflect the status of cases; and
- Performs other duties as assigned, including attending some court hearings.

Some intra-district travel may be required.

Required Minimum Qualifications:

Ideal candidates are law school graduates who have:

- At least one year of legal work experience after receipt of J.D.;
- A strong academic background, and demonstrated research and writing ability;
- Strong verbal and written communication skills, and the ability to work effectively with a variety of people either in person or on the phone;
- Excellent organizational skills and experience handling multiple tasks and projects;
- Ability to work with strict deadlines and in a fast-paced environment;
- Maturity, good judgment, and high ethical standards; and
- Ability to work independently or as a team player, with a positive work attitude.

Note: The outside practice of law is prohibited except as provided by the Code of Conduct for Judicial Employees.

Preferred Qualifications:

Working knowledge of prisoner and constitutional law; federal clerkship experience; two years of legal work experience in a high volume, production-oriented environment.

Prior experience handling prisoner litigation helpful.

Required Clearances:

The successful candidate must undergo a mandatory FBI background check and investigation.

Application Process:

Candidates must submit, in **PDF format**, a **cover letter, resume and current salary history, on or before November 5, 2014** to Emma C. Fernandez-Regan, Human Resources Manager at:

http://www2.ca3.uscourts.gov/vacancyupload/njd_1406.aspx

Note: there is an underscore between "njd" & "1406" in the link above.

Only PDFs will be accepted. Those candidates interviewed must complete an on-site, writing exercise.

Information for Applicants:

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicant pool of the original announcement without posting the position. Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees. The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit). In compliance with the Omnibus Appropriations Act effective 12/16/2009, the employment of non-citizens must be a lawful permanent resident (i.e., green card holder) who are "seeking citizenship" as outlined in 8 U.S.C. §1324b(a)(3)(B). All newly appointed employees are hired as a Full-Time Temporary or Part-Time Temporary employee with a year and a day appointment together with applicable benefits. If selected for this position, the incumbent will be subject to a six-month probationary period.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

The Federal Judiciary recognizes the importance and value of diversity in its workforce. Men and women from diverse groups and backgrounds are strongly encouraged to apply.

Please visit our website for more employment information at www.njd.uscourts.gov

* Salary range is divided in half for part-time position. This position is for at least 20 hours per week.