



## UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

**POSITION:** Law Clerk to U.S. Magistrate Judge Timothy J. Sullivan

**DUTY STATION:** Greenbelt, Maryland

**OPENING DATE:** May 5, 2023

**CLOSING DATE:** Open Until Filled

Applications received by May 22, 2023 will receive first consideration

**STARTING DATE:** June 2023

**SALARY:** JSP 11 = \$ 78,592 graduation from an accredited law school  
JSP 12 = \$ 94,199 one year of post-law school graduation experience and bar membership  
JSP 13 = \$112,015 two years of post-law school graduation experience and bar membership

### Position Overview

The United States District Court for the District of Maryland invites applications for the position of term Law Clerk to a U.S. Magistrate Judge. This is a one-year position with the possibility of extension for between one and three additional years thereafter. Law Clerks are an integral part of chambers as they consult with the Judge on civil and criminal matters pending before the Court, research legal issues, draft legal memoranda, opinions and orders, prepare pre-hearing bench memoranda that identify issues for the Judge and questions for the parties, and prepare the judge for hearings, settlement conferences, and trials.

Law Clerk duties will include reviewing briefs and other case filings; writing bench memoranda; and assisting with legal research related to the drafting of orders and opinions in a wide variety of civil and criminal cases. Administrative duties will include regularly reviewing and then managing the active case docket and scheduling conferences and other matters before the Court.

### Duties and Responsibilities

#### Law Clerk Duties:

- Research and analyze routine, novel, and complex legal issues in diverse areas of federal civil and criminal litigation.
- Draft memoranda in civil and criminal cases for the judge's review.
- Prepare bench memoranda and other written materials for motions hearings and trial proceedings, as directed.
- Provide information and guidance to the judge on individual cases, as directed.
- Perform extensive computer legal research via Westlaw and/or Lexis.
- Monitor significant changes in federal statutes, sentencing guidelines, and Supreme Court and Fourth Circuit precedent.
- Review memoranda drafted by staff attorneys.

#### Administrative Duties:

- Regularly monitor dockets of all pending cases and draft orders, as appropriate, for scheduling and discovery-related issues, default proceedings, service deficiencies, and other miscellaneous matters.
- Perform periodic case review.
- Perform other administrative duties as assigned by the judge and as necessary for the efficient operation of chambers.

## **Qualifications and Requirements**

At the time of appointment, the candidate must possess the following minimum requirements:

- Be a graduate of an ABA accredited law school with a strong law school record (top 33% and some law journal experience are preferred, but not required).
- Have a demonstrated commitment to public service or public interest law.
- Possess superior research and writing skills.
- Be proficient in computer-assisted legal research, Windows, and Word.
- Exhibit strong analytical ability.
- Demonstrate excellent verbal, written, and interpersonal skills.
- Have a track record that demonstrates outstanding organizational skills.

## **Federal Benefits**

- A minimum of 11 paid holidays per year.
- Free parking at the Greenbelt courthouse campus
- Optional participation in the Federal Employees Health, Dental, Vision, and Life Insurance programs, Long Term Disability Plan, Long Term Care Insurance, Flexible Benefits programs, and the Commuter Benefit program.

## **Application Procedure**

Qualified applicants should submit **one document in PDF format** via email to: [jobs@mdd.uscourts.gov](mailto:jobs@mdd.uscourts.gov) that includes the following:

- A **cover letter** addressing the qualifications, skills, and experience necessary to perform the job;
- A current **resume**, including a list of at least three professional **references**.
- A law school **transcript**.
- A completed **AO78 Form**, Application for Federal Judicial Branch of Employment, which can be found on the Employment Opportunities page of the court's website.
- A **writing sample** of at least five pages, but no more than twenty pages, is required.

To ensure first consideration, applications should be received by May 22, 2023. Include the job title for which you are applying in the subject header of the email.

- Applications will be reviewed, and interviews scheduled, on a rolling basis. This position will close without notice once a qualified candidate is selected. Due to the volume of applications received, the Court may communicate only with those selected for an interview. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.

## **Conditions of Employment**

- The applicant must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. A successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- An FBI background check is required for all individuals appointed to positions with the Court. New hires are considered "provisional hires" pending the successful completion of the FBI background check.
- Positions in the United States Courts are excepted appointments and are not under the Civil Service System. Law clerks are "at will" employees and must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>

For more information on the United States District Court, for the District of Maryland, please visit our website, [www.mdd.uscourts.gov](http://www.mdd.uscourts.gov).