



## UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT

**POSITION:** Counsel to the Clerk of Court

**DUTY STATION:** Baltimore or Greenbelt Maryland with travel to the alternate courthouse as needed

**OPENING DATE:** April 19, 2023

**CLOSING DATE:** Open Until Filled with first preference to applications received by May 10, 2023\*

**SALARY:** CL 27 (\$62,852 - \$102,201) Graduation with a Juris Doctor (JD) degree from an accredited law school plus at least one year of legal post law school graduation experience.

CL 28 (\$75,343 - \$122,483) Graduation with a Juris Doctor (JD) degree from an accredited law school, plus no less than two years of legal work experience post law school graduation.

CL 29 (\$89,598 - \$145,641) Graduation with a Juris Doctor (JD) degree from an accredited law school, plus no less than three years of legal work experience post law school graduation.

CL 30 (\$105,881 - \$172,099) Graduation with a Juris Doctor (JD) degree from an accredited law school, plus no less than four years of legal work experience post law school graduation.

The Clerk is seeking qualified applicants for the position of Counsel to the Clerk. This position provides the court with procedural and substantive legal advice regarding court operations and compliance with guidelines, policies, and procedures. Additionally, this position provides information to attorneys and the general public.

**Duties include, but are not limited, to the following:**

- Assist the Clerk's Office with the development of legal and administrative procedures, policies, and forms; conduct legal research and provide procedural and substantive advice on legal policy matters applicable to day-to-day office and/or court activities or assigned projects.
- Review, update, and edit legal and administrative documents, forms, and templates. Review, update, and organize existing procedural manuals, desktop references, the personnel handbook and other office manuals and plans. Develop and facilitate presentations, including visual presentations, for judges or staff regarding special projects or topics.
- Assist in the development of guidelines by which the federal and local rules are applied in cases filed with the court. Review and draft changes to local rules, administrative orders of the court, forms, and guidelines. Review bills of cost and issue orders of taxation on behalf of the Clerk. Provide staff support for the Local Rules and Forms Committee and other court and bar committees.
- Review and provide legal analysis regarding attorney admission and discipline matters; support the court's Disciplinary and Admissions Committee; prepare meeting agendas, compile meeting materials, take minutes, and follow up on action items. Supervise the court's pro bono program.
- Serve as back-up to the Chief Deputy for inquiries from the media regarding matters before and concerning the court.
- Analyze and interpret federal statutes, regulations, and directives from the Administrative Office of the U.S. Courts. Advise the management team of legal matters related to the operation of the court; provide legal advice regarding actions brought against the Office of the Clerk. Prepare responses to requests for assistance from the Administrative Office of the U.S. Courts, other clerk's offices, or as directed regarding proposed amendments to policies, codes, rules, and official forms. Respond to surveys and requests for information relating to court procedures and provide editorial review of manuals and other information upon request.
- Draft responses to inquiries from attorneys and the public regarding procedures or information requests for non-legal advice about the court's processes, or inquiries from attorneys on procedural matters relating to the filing of pleadings, including pleadings of either a usual or unusual nature or form.
- Prepare reports in areas including, but not limited to, court operations, case management, the local jury plan, and the court's internal controls and local rules. Review statistical data and act as a resource on data collection and accurate coding of case-related information.

### **Qualifications and Requirements:**

- A Juris Doctor degree is required. Additional years of specialized experience could qualify applicants for the pay grades above CL 27. Specialized experience is defined as being engaged in the practice of law either in private practice, for a non-profit organization, for a government agency, or in a judicial clerkship.
- Ability to analyze problems, organize, and synthesize information so that court staff can determine its significance, as well as assessing the practical implications of alternate solutions
- Ability to conduct legal research related to varied, complex, and difficult legal issues.
- Ability to communicate effectively, both orally and in writing, to provide information, facilitate meetings, influence decision-makers, and provide instruction and advice on complex matters.
- Ability to understand and accurately carry out detailed, complex, and evolving instructions while managing tight deadlines and conflicting priorities.
- Should possess tact, initiative, and the ability to consistently demonstrate sound ethics and judgment.
- Skill in the use of computer assisted legal research systems.

### **Preference will be given to candidates with the following qualifications:**

- Admission to practice in a bar or eligibility for admission to a bar within 12 months of appointment.
- Graduation in the upper third of law school class, membership on the editorial board of a law review or similar legal publication, special high-level honors for academic excellence in law school such as election to the Order of the Coif, teaching, or research assistant in law school, and/or participation in a law school clinical program.
- Demonstrated knowledge of court culture and organizational dynamics, such as through a prior position or internship with a federal or state court.
- Prior experience with the federal Case Management/Electronic Case Filing (CM/ECF) system.

### **Federal Benefits:**

- Health, dental, vision, life, and long-term care insurance programs available.
- Flexible spending accounts for health and dependent care available.
- Vacation/annual leave (13-26 days increasing with years of service), sick leave (13 days per year) and paid holidays (11 days).
- Paid parental leave (12 weeks) for the birth or adoption of a child after one year of employment.
- Telework possibilities after successful training and probationary period.
- Retirement (FERS - Federal Employees Retirement Program) with employer and employee contributions as well as immediate matching contributions in the Thrift Savings Plan (TSP) 401K style plan.
- The U.S. District Court is a qualifying employer for possible Public Service Loan Forgiveness.
- Free parking available at the courthouse.
- Additional information about the federal judiciary's benefits can be found at [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits)

### **How to Apply:**

Submit a cover letter stating the reasons for your interest in the position, a resume, a completed [AO-78](#) Application for Federal Employment, law school transcript and a writing sample of no more than ten pages as a **single PDF document** to: [jobs@mdd.uscourts.gov](mailto:jobs@mdd.uscourts.gov)

Include the job title for which you are applying in the subject header of the email.

**\*\*To ensure first consideration, complete application packets must be received no later than 5:00 p.m. on May 10, 2023. Incomplete or incorrectly submitted application packets may not be considered for the position.**

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- In the event a position becomes vacant in either division and in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

**Conditions of Employment:**

- Applicants must be a United States citizen or national or a permanent resident who is seeking citizenship in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.
- This is a highly sensitive position within the Federal Judiciary. The selected candidate will be hired provisionally, pending the successful completion of the required background investigation and favorable employment suitability determination.
- Selected applicant will be required to complete a one-year probationary period. Failure to successfully complete the probationary period may result in termination of employment. Positions in the United States Courts are excepted appointments, are not under the Civil Service System, and are “at will” employees.
- Employees must adhere to the Code of Conduct of Judicial Employees which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodeOfConduct.aspx>
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.