

**United States District Court
Southern District of Georgia**

Judicial Law Clerk to United States District Judge

The United States District Court for the Southern District of Georgia is currently accepting applications for a Career Judicial Law Clerk to Chief United States District Judge. The salary range, depending upon the qualifications and experience, is \$58,562 (JSP -11) to \$128,223 (JSP-14).

Location: Brunswick, Georgia, with limited travel to other divisions within the District.
Closing Date: December 15, 2015

Duties and Responsibilities:

The incumbent will be required to perform duties including, but not limited to, the following:

- Provide substantive legal analysis of pleadings and make recommendations on disposition of motions and cases that include, but are not limited to, the following topics: civil rights, social security disability, habeas corpus, and criminal procedure.
- Prepare bench memoranda, assist with jury and non-jury trials, and attend other court proceedings as necessary.
- Research case law and draft appropriate orders and opinions for judicial review and signature.
- Manage the proper flow of cases through the court, including advising appropriate personnel on the status of particular cases, and maintain records/legal research files.
- Advise Judge of significant changes of the law that may have an impact on cases before the Court.
- Evaluate present procedures to determine new innovations for increasing effectiveness in handling complaints, petitions and pleadings.
- Perform administrative duties to include answering the Chambers' telephone, arranging travel for the Chief Judge, completing various required Chambers reports as required by the Administrative Office, maintain Chief Judge's calendar, maintain Chambers office needs, assist in the coordination of Chambers' special events and other duties as assigned.

Qualifications and Requirements:

- Law School Graduate, with no legal experience, is considered qualifying for a JSP Grade 11. Higher pay grade commensurate with experience.
- Excellent academic credentials.
- Prior work experience in a court or other legal field is highly desirable.

- Computer proficiency in Windows applications and word processing ability in WordPerfect. Computer-assisted legal research (CALR) experience is required.
- Ability to analyze complex legal issues and to comprehend a wide range of legal concepts, principles and practices.
- Ability to write and perform legal research accurately and expeditiously.
- Knowledge and/or ability to quickly learn civil rights, habeas corpus, and social security law, as well as federal procedure.
- Be detail-oriented, have conscientious work ethic, and possess excellent interpersonal skills, strong organizational skills, a positive attitude, the ability to communicate complex issues in simple terms with a professional demeanor, and the ability to manage priorities with limited supervision.

Benefits:

Health and life insurance programs are available to judicial law clerks, and there are ten annual holidays. Judicial law clerks are subject to Social Security deductions. Retirement benefits are available to career judicial law clerks.

The Court is not authorized to reimburse candidates for travel or moving expenses. Mandatory EFT (electronic funds transfer) participation for payment of net pay is required.

Application Process:

Submit a letter of application immediately, together with a detailed resume including educational, employment, and salary history, three references who may be contacted by the court, and a writing sample to:

Honorable Lisa Godbey Wood
United States District Judge
801 Gloucester Street, Room 207
Brunswick, Georgia 31520
Phone # (912) 262-2600

The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants to review upon request.

The United States District Court is an Equal Opportunity Employer.