



**UNITED STATES DISTRICT COURT  
DISTRICT OF NEW JERSEY  
Melissa E. Rhoads, Clerk of Court**

**Career Opportunity  
Announcement # 24-11**

<b>Position Title:</b>	<b>Law Clerk - Temporary</b>
<b>Classification Level/ Salary</b>	<b>JSP 11/1 \$85,236</b>
<b>Duty Station:</b>	<b>Trenton, New Jersey</b>
<b>Posting Period:</b>	<b>September 9, 2024 - Open Until Filled (<i>preference will be given to applications received by September 27, 2024</i>)</b>

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**POSITION SUMMARY**

The United States District Court for the District of New Jersey is seeking a Temporary Law Clerk for the period December 16, 2024, through September 30, 2025. The Chief Judge is the appointing authority for all Law Clerk positions. The position term may be extended beyond September 30, 2025, depending upon the needs of the office and funding.

The selected Law Clerk will be working with three (3) active District Judges in the Trenton vicinage, unless modified by the Chief Judge.

**REPRESENTATIVE DUTIES**

Responsibilities of this position include, but are not limited to:

- Draft legal memoranda and appropriate opinions and orders for review by District Judges, including motions for summary judgment and motions to dismiss;
- Conduct legal research as required;
- Monitor dockets to assure proper progress of cases;
- Provide information, guidance and advice to District Judges relating to pending civil and criminal matters;
- Provide procedural information to litigants and counsel;
- Perform case management and other duties associated with the administration of cases; and
- Perform other duties as assigned, including attending Court hearings, as needed.

The caseload in the jurisdiction is heavy, and the types of cases presented are varied, often involving novel and complex issues of the law. Daily communication with the District Judges and other Court staff concerning legal and Court-related issues may be required.

At the Judges' discretion, telework may be offered.

**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 in person, on the phone, and via email;
- 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**

Prior federal clerkship experience; two years of legal work experience in a high volume, production-oriented environment; demonstrated academic excellence; experience on the editorial board of a law review or law journal.

## **CONDITIONS OF EMPLOYMENT**

Applicants must be a U.S. citizen or eligible to work in the U.S. This is a high-sensitive position, thus selected candidate must undergo a higher-level background investigation conducted by the Office of Personnel Management. A background check is also required which includes a fingerprint and a criminal record check. Any applicant selected for a position will be hired provisionally pending favorable suitability determination of the background investigation.

## **INFORMATION FOR APPLICANTS**

Where appropriate, the Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify Human Resources at the Clerk's Office 609-989-2084. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. All information provided by applicants is subject to verification and false statement or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

Temporary Law Clerks are not eligible to participate in the Federal Employees Retirement System (FERS/FRAE) or Thrift Savings Plan (TSP). Law Clerks with this Excepted Temporary Appointment(s) are not covered under the Leave Act.

## **BENEFITS**

To learn more about the Judiciary's benefits: [HERE](#)

## **APPLICATION PROCESS**

Qualified applicants must submit *electronically* (1) a cover letter and (2) an updated resume and (3) salary history (external applicants only) to the attention of Robin A. Newman, Esq., Human Resources Manager via the following recruitment link: [HERE](#)

***THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY IS AN  
EQUAL OPPORTUNITY EMPLOYER***