

Vacancy Announcement
UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT

Announcement Date: **August 11, 2017**

Position Title: **Temporary Law Clerk**

Position Type: **Full-Time, Temporary – Not to Exceed 9/15/2017**

Location: **Philadelphia, PA**

Closing Date: **Open until filled** (preference given to applications received by 8/18/2017)

Classification Level: **JSP-11 (\$64,820 - \$84,263)** based on qualifications and experience.

Position Overview:

Article III Federal Appellate Court Judge seeks a recent law school graduate as a full-time temporary law clerk to provide law-related and administrative support. This position will run for three weeks starting August 28, 2017. At the conclusion of that period, there will be an opportunity to apply for a permanent position in chambers, continuing in the same job duties in the position of Judicial Assistant/Paralegal. The incumbent conducts legal research, prepares legal memoranda, helps prepare the judge for oral argument, coordinates and helps train interns, and assists in the drafting of orders and opinions in both civil and criminal cases. In addition, the incumbent handles the filing of orders and opinions, interfaces with the public, other court units, and other chambers as needed, coordinates the judge's scheduling and travel, and oversees the day-to-day operations of chambers. This position is located in the judge's chambers and reports directly to the judge.

Representative Duties and Responsibilities include:

- Reviews legal submissions (such as motions, petitions, and the parties' briefs) in both civil and criminal appeals.
- Conducts legal research, drafts bench memoranda, and assists in drafting of opinions and orders.
- Manages docket and prioritizes projects to ensure that opinions and orders are timely filed, votes tracked, and motions cleared in a timely manner.
- Performs administrative functions, such as cite checking, editing, proofreading, docketing in electronic case filing (CM/ECF) system, telephone communications, written correspondence, and scheduling. Responsible for greeting visitors, interfacing with other court personnel, and general administrative support.

Qualification Requirements:

Applicant must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school approved by either the American Bar Association or the Association of American Law Schools, and have demonstrated one of the following accomplishments or proficiencies:

- Standing within the upper third of the law school class;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or

- Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

Desirable qualifications include: detail-oriented, reliable, excellent oral and written communication skills, superb analytical skills, an aptitude for working well under pressure, understanding of court processes, familiarity with Federal Rules of Civil and Criminal Procedure and Federal Rules of Appellate Procedure, and an ability to work well as part of a team. Prior experience providing administrative support or office management is preferred but not required.

Required Experience:

Excellent academic credentials. Superior research and writing skills. Strong work ethic and organizational skills. Ability to prioritize tasks and juggle competing demands. Exceptional ability to communicate and relate to coworkers and others with professionalism and integrity. Self-motivated, able to manage multiple tasks and meet competing deadlines. Applicant must possess proficient typing and personal computer skills.

Conditions of Employment:

Must be a United States citizen, or must meet the requirements established by current appropriations law. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. The appointment is provisional and contingent upon the satisfactory completion of a background check. Direct deposit of pay required.

Application Instructions:

Submit cover letter, resume, writing sample, law school transcript, and letters of recommendation, as well as references, via email to “templc@ca3.uscourts.gov”. Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive further notice.

The U.S. Court of Appeals is an Equal Opportunity Employer