

EMPLOYMENT OPPORTUNITY

CONFIDENTIAL LAW CLERK

Positions: Two Confidential Law Clerk positions
District Court Judge Gary L. Sharpe
Albany, New York

Application

Deadline: October 1, 2004

Salary: \$39,690 (GS-9) to 48,022 (GS-11)(salary commensurate with experience). Increased salary and employment level are contingent on such factors as law school performance, bar membership and legal experience

Employment

Terms: September 2005 - August 2006 (one year term)
September 2005 - August 2007 (two year term)

Qualifications: Chambers does not have a judicial assistant, and each Law Clerk will be expected to produce opinions, bench memoranda and jury charges in final form. In addition, each Law Clerk will be expected to share in other administrative duties, including telephone responsibilities, filing, copying and library maintenance. At time of appointment, candidates must have successfully completed law school requirements for Juris Doctor degree.

Legal

Experience: Legal experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis

whether before or after graduation, but not to exceed one year if before graduation. There are also special criteria in the category of Educational Substitutions which, under some circumstances, may be substituted for one year of legal work experience.

Application: ___ Cover letter, resume, writing sample, law school transcript and three (3) letters of recommendation must be submitted on or after *August 1, 2004*, and received on or before *October 1, 2004*.

Mail to: Hon. Gary L. Sharpe
U.S. District Court
James T. Foley U.S. Courthouse
445 Broadway
Albany, NY 12207

Applications submitted before August 1, 2004 will not be considered. Candidates selected for an interview will be notified after October 1, 2004, and interviews will occur in Albany in late October or early November.