



United States District Court, Northern District of New York  
100 S. Clinton St.  
Syracuse, NY 13261  
[www.nynd.uscourts.gov](http://www.nynd.uscourts.gov)

**Announcement Number: 17-DC-07**

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### VACANCY ANNOUNCEMENT

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**Position:** Term Law Clerk

**Grade Level/Salary:** Grade 11 (\$60,210) - Grade 13 (\$85,816). Placement above step 1 is based on previous federal service and highest previous rate rule. Final salary setting based on review and approval of the Administrative Office of the U.S. Courts. (See Qualification Requirements for experience required for each grade level)

**Status:** Full Time

**Opening Date:** Friday, August 11, 2017

**Closing Date:** Friday, August 25, 2017

**Projected Start Date:** September 18, 2017

**Introduction:** The United States District Court for the Northern District of New York is seeking a term law clerk for a U.S. District Judge in Syracuse, New York. A law clerk provides legal support to the judge by conducting legal research and drafting legal documents, such as bench memoranda, jury instructions and proposed decisions and orders on both civil and criminal cases. Employment as a term law clerk may not exceed four years.

**Summary of Representative Duties and Responsibilities:** Reviews legal submissions, performs legal research, prepares bench memoranda and jury instructions, and drafts orders addressing a wide assortment of issues arising in civil and criminal litigation. Performs case management through the Case Management/Electronic Case Filing (CM/ECF) system. Performs administrative office functions such as editing, proofreading, telephone communications and written correspondence. A law clerk works cooperatively with other members of the judge's staff in order to effectively support the judge in fulfilling his or her judicial responsibilities.

**Qualifications:** To qualify for the position of judicial law clerk, an individual 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 of recognized standing, and have demonstrated one of the following accomplishments or proficiencies:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- 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 appointment judge, is the equivalent of one of the above. Some examples of criteria that are considered to be acceptable as equivalent include the following:
  - ▶ Publication of a noteworthy article in a law school student publication or other scholarly publication;
  - ▶ Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
  - ▶ Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
  - ▶ Participation in the legal aid or other law school clinical program sanctioned by the law school;\* or
  - ▶ Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school, i.e., working one's way through college.\*

*\*To receive credit, participation and experience could not have been for academic credit.*

This list is not all-inclusive; the determination of an acceptable equivalence rests with the appointing judge.

**Legal Work Experience:** Legal work 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.

The table below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable JSP grade level. Please note that appointment to a JSP-12 or above requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction.

JSP Grade Level	Years of legal work experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes

**Additional Information:** Applicants must be U.S. citizens or eligible to work in the United States. Employment is subject to a satisfactory background investigation, including an FBI fingerprint and criminal records check. Unsatisfactory results may result in termination of employment. The Federal Financial Management Reform Act requires direct deposit of federal wages. The individual selected for this position must sign up direct deposit for payment of salary.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request. Employees of the United States District Court are Excepted Service Appointments. Excepted Appointments are “at will” and can be terminated with or without cause by the Court.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will

be made on a case-by-case basis.

**Benefits:** Employees of the United States District Court are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. These benefits include the following:

- Participation in a federal health insurance program of your choice.
- Participation in federal dental and vision plans.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.

**Application Process and Deadline:** Send cover letter, resume, list of references, unofficial law school transcript and writing sample on or before August 25, 2017, to:

United States District Court

PO Box 7367

Syracuse, NY 13261

Attn: Human Resources

315-234-8549 (fax)

or via e-mail to [lisa\\_hackley@nynd.uscourts.gov](mailto:lisa_hackley@nynd.uscourts.gov)

*Participation in the interview process will be at the applicant's own expense. The Court will not pay for relocation expenses. **Only those applicants selected for an interview will be contacted.***

*The United States District Court, Northern District of New York reserves the right to modify the conditions of this job announcement; to withdraw the job announcement or to fill the position earlier than the closing date. Any of which may occur without prior written notice.*

*This Court is an Equal Opportunity Employer.*