

# UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

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**JOB OPPORTUNITY NUMBER: FY22-025**

**POSITION: Career Law Clerk**

**LOCATION: Richmond, VA**

**Opening Date: June 6, 2022**

**Closing Date: Open until filled**

**GRADE/SALARY RANGE: JSP 12 - 14 (\$82,386 – \$115,782)**

## **POSITION OVERVIEW**

The U.S. District Court for the Eastern District of Virginia is seeking qualified applicants for a full-time Career Law Clerk to United States District Judge, M. Hannah Lauck. **This position is for a minimum of two (2) years beginning in August/September 2023. If viewing this advertisement on OSCAR, please note that applicants should send print copies of their applications to chambers (see Application Process).**

Duties involve serving as principal administrative manager of chambers, including: ensuring responsible organization of chambers; assuring reporting requirements are met; managing and term law clerks and law student interns and externs; and scheduling Judge Lauck's travel, speaking engagements, and continuing legal education programs. This position also manages the docket, reviews opinions, writes correspondence, and drafts opinions and orders. *Applicants must have a strong interest in mentoring term law clerks.*

Candidates from diverse backgrounds are strongly encouraged to apply.

## **DUTIES AND RESPONSIBILITIES**

### **Administrative Duties**

- Receive, screen, and refer telephone calls. Answer general inquiries from knowledge of judge's activities and office operations.
- Maintain necessary personnel records.
- Handle administrative matters in chambers, including preparation of required reports.
- Draft in final form judge's correspondence, memoranda, reports, legal documents, statistics, and other items. Check citations quoted in material to ensure accuracy.
- Screen incoming mail and handle routine matters. Route mail to appropriate destination. Review outgoing mail for accuracy.
- Relieve judge of routine details. Maintain stock of office supplies for chambers.
- Maintain judge's calendar by scheduling, changing, and cancelling appointments as directed. Arrange meetings and conferences for judge and support personnel.
- Arrange business travel itineraries for the judge, including plane tickets, hotel, lodging, auto rental, and other arrangements.
- Perform miscellaneous functions as assigned by judge.

## **Law Clerk Duties**

- Serve as mentor and supervisor to term clerks, including—with the Judge—training and guidance on expert legal research and writing.
- Supervise and train any interns in a similar capacity.
- Conduct individual legal research and writing; review orders and opinions; provide information, guidance, and advice to judge on legal issues relating to cases; and draft opinions if appropriate.
- Communicate with other courts, state and federal agencies, counsel, litigants, and court staff regarding court rules, procedural issues, calendaring, and other litigation matters.
- Keep abreast of changes in the law from the Supreme Court and Fourth Circuit.
- Act as primary manager of judge's social security and prisoner dockets.

## **QUALIFICATIONS**

The clerk manages a large docket of civil and criminal cases, including drafting opinions. The fast-paced Rocket Docket requires excellent writing and analytical skills. Applicants must be able to meet multiple deadlines in a timely and organized fashion. Quick, accurate writing skills are a must. Flexibility to meet demanding deadlines, and the concomitant strong work ethic, are required. Any clerk also must maintain a courteous and professional demeanor within chambers, the Court, the bar, and with the public at large.

As Judge Lauck runs a busy docket and is involved in judicial education and continuing legal education, it is critical that the law clerk is organized, a self-starter, and capable of managing a variety of administrative and legal tasks in an efficient manner.

### **Salary Qualifications:**

**JSP Grade 12 (\$82,396):** At least 1 year of legal work experience after obtaining JD. Must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

**JSP Grade 13 (\$97,979):** At least 2 years of legal work experience after obtaining JD. Must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

**JSP Grade 14 (\$115,782):** At least 3 years of legal work experience after obtaining JD, with at least two of those years served in the federal judiciary in which a JD and bar membership was required. May also serve one of those two years as a Supreme Court Fellow. Must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

## **BENEFITS**

Benefits include 13-26 days of annual leave, 13 days of sick leave, and 11 paid holidays per year, immediate matching contributions in the Thrift Savings Plan, pre-tax flexible benefits programs (health, dependent care, and transportation), and insurance plans (health, dental, vision, life, disability, and long-term care).

## **CONDITIONS OF EMPLOYMENT**

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Ethics and Conduct for Judicial Employees, which is available to applicants to review upon request. Final candidate will be hired provisionally pending the results of a background check. Employees of the United States District Court are Excepted Service

Appointments. Excepted service appointments are at will and can be terminated with or without cause by the Court.

### **APPLICATION PROCESS**

Applicants should submit a cover letter, resume, law school and undergraduate transcripts, three (3) recommendation letters, and at least one writing sample. If you anticipate delay in providing any of the items required, please notify chambers. Applicants will be notified if an interview is sought.

Materials should be sent directly to chambers; do not submit materials through OSCAR. The applicant's writing sample should be an example of legal writing that is not heavily edited or reviewed by others.

**Application packages will be accepted until the position is filled.** Mail to:

The Honorable M. Hannah Lauck  
United States District Court  
Spottswood W. Robinson, III  
and Robert R. Merhige, Jr. Federal Courthouse  
701 East Broad Street, Suite 6112  
Richmond, Virginia 23219-3528

**The United States District Court is an Equal Opportunity Employer.**