

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF ILLINOIS



**POSITION:** Law Clerk, Term (available April/May 2017)  
**VACANCY NUMBER:** 2017-03  
**LOCATION:** East St. Louis, Illinois  
**SALARY RANGE:** JSP 11/1 (\$60,613) to JSP 13/10 (\$112,306), depending on qualifications\*\*  
**DATE POSTED:** March 27, 2017  
**CLOSING DATE:** April 14, 2017, at 12:00 noon

\*\* Position is promotion eligible without further competition

### POSITION SUMMARY

The United States District Court for the Southern District of Illinois is seeking a full time term judicial law clerk to United States Magistrate Judge Clifford J. Proud. This law clerk position is for one year with the possibility of extension (not to exceed four years) and is available in April/May 2017. Judge Proud is on recall/senior status. His docket consists of appeals from administrative denials of applications for social security disability benefits and habeas corpus petitions filed by both state and federal prisoners. He also presides over preliminary criminal matters from time to time. A law clerk provides legal support to the judge by conducting legal research and preparing legal documents, such as orders, memoranda, and draft opinions, on both civil and criminal cases.

### SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Review legal submissions, perform legal research, prepare bench memoranda, and draft orders and opinions addressing a wide assortment of issues arising in civil and criminal litigation. Perform case management through the Case Management/Electronic Case Filing (CM/ECF) system. Perform administrative office functions such as editing, proofreading, telephone communications, written correspondence, and scheduling. A law clerk works cooperatively with other members of the judge's staff in order to effectively support the judge in fulfilling his judicial responsibilities.

### MINIMUM QUALIFICATIONS

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 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 which, in the opinion of the judge, is the equivalent of one of the above.

To qualify for grade 12, one year of legal work experience is required; to qualify for grade 13, two years of legal work experience is required. With the exception of grade 11, a bar membership also is required.

### **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 on military duty may be credited on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

### **COURT PREFERRED SKILLS**

Familiarity with social security disability and/or habeas corpus law. Excellent academic credentials, as well as superior research and writing skills. Proficiency with Westlaw and/or Lexis. Exceptional ability to communicate, articulate, and relate to coworkers and others with professionalism and integrity. Self motivated, able to manage multiple tasks and meet competing deadlines. Desirable qualifications include: detail oriented, reliable, ability to work independently, excellent oral and written communication skills and keen analytical skills, and an understanding of court processes and procedures. Familiarity with the federal judicial system's electronic case filing system, experience with prisoner civil rights litigation, and prior experience as a judicial clerk are preferred but not required.

### **BENEFITS**

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are "at will" and can be terminated with or without cause. Judicial chambers law clerks are covered by the Judiciary Salary Plan. Optional federal benefits include health, life, and long-term care insurance, flexible spending accounts for health and dependent care, and dental and vision insurance. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

### **BACKGROUND INVESTIGATION REQUIREMENTS**

As a condition of employment, the selectee considered for this position is required to undergo an FBI background check. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check.

### **PROCEDURES FOR APPLYING**

Application packets should include the following:

- Cover letter;
- Résumé;
- AO 78 Application for Judicial Branch Federal Employment (located on the court's website at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov));
- Names, addresses, and telephone numbers of three professional references; and
- One writing sample (not edited by others) limited to no more than 10 pages.

Application packets should be sent to:

United States District Court for the Southern District of Illinois  
ATTN: Human Resources Administrator -- Confidential, #2017-03  
750 Missouri Avenue  
East St. Louis, Illinois 62201-2954

Application packets will be reviewed and considered upon receipt, and interviews may be conducted prior to the closing date of this announcement. Applications must be received by 12:00 noon on the closing date. Please do not fax or email application materials. Incomplete and late application materials will not be considered.

Applicants must be United States citizens or eligible to work in the United States. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the Southern District of Illinois. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. If a similar position within the District Court opens within 30 days of the closing date of this announcement, applications under this announcement will be considered without further advertisement and competition. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

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**Court's Mission**

Our mission is to resolve judicial matters fairly and justly in a manner that will uphold and defend the Constitution of the United States. We are committed to doing so through communication and education in order to ensure respect for the Court. We work to resolve disputes in a timely and efficient manner to promote the public's confidence and trust in the Judiciary of the United States and to protect individual rights and liberties through law.

**Clerk's Office's Mission**

The mission of the Clerk's Office is to provide administrative and case management support to the district court, members of the bar, the public, and all government agencies in a professional, timely, and efficient manner. Through teamwork, we perform our duties with courtesy, respect, equality, and fairness, thereby promoting public trust and confidence in the judicial system. Success is linked to commitment, and we are committed to excellence.

*THE UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF ILLINOIS IS AN EQUAL OPPORTUNITY EMPLOYER.*