

Notice of Career Opportunity

United States District Court Eastern District of Missouri



Posting Date: August 14, 2020
Vacancy Number: TLC-820
Position Title: Term Law Clerk to Magistrate Judge David D. Noce
Starting Salary: JSP 11 \$64,948 – JSP 13 \$92,568 (depending on qualifications)
Position Location: St. Louis, MO
Closing Date: February 1, 2021

Position Summary

The position of Term Law Clerk to the Honorable David D. Noce, United States Magistrate Judge, is a two-year position. The position is located in St. Louis, MO. Principal duties of the position include:

- Researching federal and state law
- Drafting legal memoranda, proposed opinions and orders
- Preparing the Judge for hearings, trials,
- Assisting the Judge with case management
- Supervising and advising law student interns
- Generally providing legal counsel and support to the Judge regarding assigned cases
- Assisting with chambers operation
- Exhibiting the highest standards of excellence and integrity

Qualifications for position

1. Law school graduate (or certified completion of all law school studies and requirements required for graduation and merely awaiting conferment of degree) from a law school accredited by the American Bar Association or the Association of American Law Schools, and
2. One or more of the following accomplishments or proficiencies:
 - (a) Graduation within the upper third of the law school graduation class from a law school of the approved list of either the American Bar Association or the Association of American Law Schools;
 - (b) Experience on the editorial board of a law review of such a school;
 - (c) Experience on the board of a law school moot court program;
 - (d) Graduation from such a law school with an LLM degree; or
 - (e) Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above. Examples of acceptable equivalents include:
 1. Publication of a noteworthy article in a law school student publication or other scholarly publication;
 2. Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
 3. Winning of a moot court competition or membership on a moot court team that represented the

law school in competition with other law schools.

- (f) Experience as a practicing attorney who is licensed by, and remains in good standing with the bar of, a state or the District of Columbia;

This list is not all-inclusive; the determination of an acceptable equivalence rests with the appointing judge. The number of years of legal work experience possessed, as well as bar membership, impacts salary. 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.

Benefits

Besides salary, benefits include federal employees' group health insurance, life insurance, flexible spending accounts, commuter or parking subsidy, dental and vision insurance.

Background Investigation Requirements

The selectee considered for this position is required to undergo an FBI Background Check and/or Investigation and social media inquiry as a condition of employment. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

Application Procedure and Information

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

Qualified persons **are required** to submit with application letter the following materials:

- current résumé,
- completed application for federal judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>)
- **three** samples of legal research and writing or other scholarship
- undergraduate and law school academic transcripts
- other appropriate supporting materials, including letters of reference

Application materials described above must be submitted ONLY IN PAPER HARDCOPY to:

U.S. District Court

Eastern District of Missouri

Attn: Elizabeth Trevett (TLC-820)

111 South 10th Street

St. Louis, MO 63102

Email questions to: MOED_Employment@moed.uscourts.gov or call 314-244-7731

Only candidates selected for an interview may be contacted. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement at any time, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Appointing Judge may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

Equal Opportunity Employer