

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 19 - 04

POSITION: Law Clerk

OPENING DATE: April 19, 2019

CLOSING DATE: April 26, 2019

SALARY RANGE: JSP 11/1 – JSP 13/10 (\$71,593 - \$132,649)

DUTY STATION: Bridgeport, CT

The United States District Court for the District of Connecticut is currently accepting internal applications for a Term Law Clerk to the Honorable Warren W. Eginton.

Representative Duties:

- Management of civil and criminal cases;
- Research;
- Preparation of legal memoranda, bench memos, orders, opinions, reports and recommendations;
- Proofreading;
- Verification of citations;
- Assistance in courtroom proceedings; and
- Special projects.

Education: Graduation from an accredited law school.

Minimum Qualifications: (1) law review/journal or other significant legal writing experience; (2) the equivalent of one full year of legal experience through employment, internships, and/or externships; (3) good character, maturity, and willingness to work long hours; (4) excellent skills in research, writing, proofreading, communication, and source and cite checking (including use of proper Bluebook form); (5) proficiency in computer-assisted legal research; and (6) proficiency in Windows, Word and WordPerfect. Prior law clerk experience, experience researching and writing motions, memoranda of law, and appellate briefs in federal court, or post-graduate litigation experience is preferred and may be considered as a valid substitute for class rank. Candidates must demonstrate an ability and willingness to work collegially with others and to maintain confidentiality.

How to Apply: Submit resume with cover letter, to the Human Resources department email: HR_department@ctd.uscourts.gov.

The Court will communicate only with those applicants who are selected for an interview. No phone calls please.

Benefits:

- Paid federal holidays
- Paid annual and sick leave
- Paid parking
- Optional commuter benefit program
- Health Insurance

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees (available to applicants to view at the court website: www.ctd.uscourts.gov).
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

The United States District Court is an Equal Opportunity Employer.