

CAREER OPPORTUNITY



UNITED STATES DISTRICT COURT DISTRICT OF CONNECTICUT VACANCY ANNOUNCEMENT - USDC-CT 14-07

POSITION: Temporary Social Security Law Clerk
2 Part time openings – 20 hours per week

OPENING DATE: April 14, 2014
CLOSING DATE: Open until filled with preference given to resumes received by April 28, 2014

SALARY RANGE: \$32,688 JSP 11/1

DUTY STATION: Bridgeport, CT

The District Court of Connecticut is seeking two Temporary Social Security Law Clerks from approximately June 1 – December 31, 2014, with the possibility of an extension. The primary responsibility of these positions is to provide professional support and assistance to the court, by researching and drafting Social Security opinions, checking citations, and completing any other tasks as assigned. The focus of these clerkships will be to work on Social Security appeals.

Representative Duties:

- Review briefs and other Social Security case documents.
- Draft orders requesting further briefing.
- Identify/Evaluate/Verify relevant factual assertions in the medical record and research medical terminology.
- Research case law and regulations.
- Draft report and recommendations/memorandum opinion.
- Proofread, edit and check citations.
- May attend court sessions to hear oral arguments and record necessary case information, maintain notes attendant to court proceedings.

Education: Graduation from an accredited law school.

How to Apply: Submit resume with cover letter, writing sample (social security appeals preferred), college transcript and 2-3 letters of recommendations 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

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.