

UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF GEORGIA



VACANCY ANNOUNCEMENT

Opening Date: **February 26, 2026**
Closing Date: **Open until filled**
Starting Date: **July 27, 2026, or a date mutually agreed upon
between judge and selected applicant**
Salary Range: **\$74,678 - \$125,776**

CAREER LAW CLERK to
HONORABLE ALFREDA L. SHEPPARD
DUTY STATION: ALBANY, GEORGIA

DUTIES

Law clerk duties will include, but are not limited to, reviewing briefs and other case filings; performing legal research; writing bench memoranda; and drafting orders and opinions in a wide variety of civil and criminal cases. Administrative duties will include serving as principal administrative manager of chambers; reviewing the active case docket daily and drafting standard scheduling orders as necessary; training and assisting the term law clerks; and managing the judge's schedule. Exceptional writing and editing skills are required, and candidates with prior federal judicial clerkship experience will be preferred. Respect for the role of the judiciary and the rule of law is required.

LAW CLERK DUTIES

- Research and analyze novel and complex legal issues in diverse areas of federal criminal law and civil litigation.
- Draft orders and memorandum opinions in civil and criminal cases for the judge's review.
- Prepare bench memoranda and other written materials for motions hearings and trial proceedings, as directed.
- Provide information and guidance to the judge on individual cases, as directed.
- Perform extensive computer legal research via Westlaw and/or Lexis.
- Monitor significant changes in federal statutes, sentencing guidelines, and Supreme Court and Eleventh Circuit precedent.
- Review and edit orders, opinions and memoranda drafted by term law clerk.

ADMINISTRATIVE DUTIES

- Closely monitor dockets of all pending cases and draft orders, as appropriate, for scheduling and discovery-related issues, default proceedings, service deficiencies, and other miscellaneous matters.
- Serve as chambers liaison for all outside personnel, including other District and Magistrate Judges, the Clerk of Court, Clerk's Office staff, U.S. Attorneys' Office, Federal Defenders Office, Probation and Pretrial Services Office and the Administrative Offices of the U. S. Courts.
- Train, assist and supervise a term law clerk.
- Receive, screen, and refer telephone and in-person callers. Monitor all incoming mail and email communication.
- Prepare in final form the judge's written correspondence, memoranda, annual reports, and other items. Assemble and attach supplemental material as required.

- Maintain the judge's calendar; schedule, change, and cancel meetings, appointments, and hearings as directed; relieve the judge of routine details and oversee chambers supply stock and general chambers' management.
- Arrange all business travel itineraries for the judge, including plane tickets, hotel reservations, lodging plans, car rentals, and other arrangements.
- Perform other miscellaneous administrative duties as assigned by the judge and as necessary for the efficient operation of chambers.

QUALIFICATIONS

- Candidates must be United States citizens or eligible to work in the United States.
- A strong work ethic, collaborative spirit, and "can do" and resourceful attitude.
- The ability to thrive and lift up others in an environment that is deadline- driven and team based.
- Demonstrated excellence in performing legal research, writing, and analysis.
- Extensive skills in computer assisted research, and proficiency in Microsoft Word, Adobe PDF, Outlook, Zoom and Microsoft Teams is required.
- Strong attention to detail, including meticulous editing skills.
- Ability and desire to work as part of a team, including being a thought partner for others, and to take collective ownership of the work and well-being of chambers.
- Exceptional verbal, written, and interpersonal skills, including a demonstrated ability to communicate well and respectfully with persons of diverse backgrounds, identities, and abilities; a talent for adapting quickly and effectively; and awareness of what helps others do their jobs well.
- Work habits that result in being consistently prepared, very organized, and able to anticipate challenges and propose solutions.
- The capability to receive feedback well and to provide feedback constructively.
- Respect for the role of the judiciary within our constitutional structure.
- At least three years of legal experience after law school (federal judicial law clerk experience is strongly preferred).

EDUCATION

- A graduate of an ABA accredited law school with an excellent law school record (top 25% ranking and law review editorial board experience is preferred).
- Possess a legal license, with Georgia Bar membership preferred but not required.
- Preference will be given to candidates with prior legal experience, experience as a judicial extern/intern or have worked as a paid law clerk.

BENEFITS

Federal benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Supplemental Dental/Vision Insurance, Federal Group Life Insurance Program, and Flexible Benefits Program. A comprehensive summary of benefit information is available for review via Benefits | United States Courts (uscourts.gov).

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 Conduct for Judicial Employees, which is available to applicants to review upon request.
- 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.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

TO APPLY

To apply for this position, qualified applicants should submit: 1) A current resume, including a list of at least three professional references 2) a writing sample not heavily edited or rewritten by others, it should be primarily the work of the applicant 3) copy of law school transcript; and 4) a cover letter describing the applicant's qualifications, skills and experience necessary to perform the job. The completed package should be submitted as a single pdf application package to jobs@gamd.uscourts.gov with the subject heading: Career Clerkship.

*Only applicants selected for an interview will be contacted.

*Travel and relocation expenses will not be reimbursed.

The United States District Court is an Equal Opportunity Employer.