

UNITED STATES DISTRICT COURT – MIDDLE DISTRICT OF GEORGIA

POSITION: Term/Career Law Clerk

LOCATION: Albany, GA

Opening Date: December 18, 2018

Closing Date: February 28, 2019

POSITION OVERVIEW

The U.S. District Court for the Middle District of Georgia is seeking qualified applicants for a full-time Term Law Clerk to Senior United States District Judge, W. Louis Sands. This position is expected to begin in April or May of 2019. **The selected applicant will be expected to become a permanent/career law clerk upon satisfactory performance of the term clerkship.**

DUTIES AND RESPONSIBILITIES

Law Clerk Duties

- Performing legal research and writing, reviewing orders and opinions, providing information, guidance and advice to the judge on legal issues in cases, and drafting orders.
- Computer legal research via Westlaw or LexisNexis.
- Communicating with other courts, state and federal agencies, counsel, litigants and court staff.
- Keeping abreast of changes in the law from the U.S. Supreme Court and Eleventh Circuit.
- Managing case dockets and other law clerks, as appropriate.
- Performing other tasks assigned by the judge.

QUALIFICATIONS

Candidates must have excellent research and writing skills. Law Review, journal, and moot court participation is preferred. Individuals with prior litigation or clerkship experience are strongly encouraged to apply. Law clerks manage a large docket of civil and criminal cases, including drafting orders and opinions, which requires excellent legal analysis. Applicants must

be organized, self-starters, and capable of managing a variety of tasks in an efficient, courteous, and professional manner.

Three letters of recommendation are required, at least one of which must be from a recent employer. The writing sample must be self-edited, at least ten pages, and demonstrate strong legal analysis. The cover letter must explain the applicant's interest in living in southwest Georgia.

An in-person interview is required. Under no circumstances will a video or phone conference be permitted. Interviews may be conducted on a rolling basis. The selected applicant will be expected to begin training the week prior to his or her start date.

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 online. The final candidate will be hired provisionally pending the results of a background check.

APPLICATION PROCESS

Applicants must submit, via U.S. Mail, a cover letter, résumé, law school transcript, three (3) recommendation letters, and at least one writing sample.

Materials should be mailed directly to chambers; do not submit materials online through OSCAR. The writing sample should be an example of legal writing that is not heavily edited or reviewed by others. Interviews may be conducted on a rolling basis until position is filled. Applicants will be notified if they are selected for an interview.

Mail complete application packages to:

Joan King

Courtroom Deputy to Hon. W. Louis Sands

United States District Court

C.B. King United States Courthouse

201 West Broad Avenue, 3rd Floor

Albany, GA 31701