

## **United States Court of Federal Claims Vacancy Announcement**

May 1, 2015

Position: Career Law Clerk to Judge

Opening Date: May 1, 2015

Closing Date: September 30, 2015

Salary: Job Grade JSP 11/1 – 14/1  
Salary Minimum: \$63,722  
Salary Maximum: \$107,325

The United States Court of Federal Claims is seeking to fill a career law clerk position in the chambers of Judge Lydia Kay Griggsby to begin October 1, 2015.

### **Position Overview:**

The career judicial law clerk researches issues of law, drafts bench briefs and opinions, attends trials and other Court proceedings, and acts as advisor, making recommendations based on law. The caseload in the jurisdiction is heavy, and the types of cases presented are varied, often involving novel and complex issues of law. While the nature of the matters presented is serious, the office environment is personable. There is daily interaction with the Judge and other law clerks concerning legal and court-related issues.

This position is also responsible for chambers administrative tasks, *e.g.*, word processing; preparing and editing drafts; proofreading memoranda, orders, opinions, and other legal documents for spelling, grammar, punctuation, uniformity of style and format, and proper citation, and reviewing the same for conformity with Court rules and procedures (including functions relating to the Court's Case Management/Electronic Case Filing (CM/ECF) system); maintaining the Judge's general files, case files and docket, and chambers library; preparing statistical and other required reports; receiving, screening, and referring telephone calls and mail and facilitating visitors to chambers; maintaining the Judge's calendar; coordinating the Judge's travel arrangements and preparing travel vouchers for reimbursement; managing general activities of the chambers, including personnel oversight and records, as well as, equipment and supplies maintenance; and developing and revising standard office policies and procedures.

### **Qualifications**

To qualify for this position, one must be a law school graduate at the time of appointment with excellent academic standing, possess excellent research, writing, and communication skills. The applicant must exhibit good character and maturity. Experience on the editorial board of law review, moot court, legal clinic, and/or publications of noteworthy articles is preferred.

Experience with Westlaw, Lexis, and one year of legal work involving government contracts or intellectual property law is preferred, as well as strong knowledge of and skill in using computer applications such as Lotus Notes, Microsoft Word and Excel.

The applicant's years of legal work experience will determine the appointment to the applicable Judiciary Salary Plan (JSP) grade level. Please note that appointment to JSP-12 or above requires that the applicant be a member of a bar of a state, territory, or federal court of general jurisdiction.

**Benefits:**

10 holidays \$ 13-26 days annual leave (increases with service) \$ 13 days sick leave \$ Federal Employees Retirement System \$ Thrift Savings Plan \$ Commuter Benefit Program/Metro Transit Subsidy Program \$ Flexible Spending Accounts \$ Insurance available for health, dental, vision, life, and long-term care.

**Information for Applicants**

The best qualified applicants will be invited for in-person interviews in Washington, D.C. Due to the large number of applications anticipated, only those applicants invited for interviews will be contacted by the Court.

Applications must be submitted electronically. The application shall consist of:

- Cover letter addressed to the Hon. Lydia Kay Griggsby, Judge, United States Court of Federal Claims
- Resume (with rank and honors)
- Writing Sample(s) (not to exceed 5 pages)
- Transcripts – undergraduate and graduate degrees
- Three references (name, affiliation, and contact information) from persons who are familiar with your work

Email complete application in one submission (attachments in PDF only) to: griggsby\_chambers@ao.uscourts.gov. Please enter the vacancy announcement "Law Clerk" in the subject line.

Incomplete or late application packages will not be considered.

No phone calls please.

The United States Court of Federal Claims reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, to commence interviews immediately, or to

fill the position sooner than the closing date, any of which actions may occur without prior written or other notice.

The United States Court of Federal Claims is an equal opportunity employer.

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI fingerprint background check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.