



# United States Court of Federal Claims

717 Madison Place NW  
Washington, DC 20005

## POSITION VACANCY

<b>Announcement Number:</b>	<b>CFC-2014-01-LC</b>
<b>Position Title:</b>	<b>Law Clerk</b>
<b>Open Date:</b>	<b>12/22/2014</b>
<b>Close Date:</b>	<b>01/15/2015 (Open Until Filled)</b>
<b>Type of Appointment / Position:</b>	<b>Temporary 1 year 1 day Appointment</b>
<b>Grade / Salary Range:</b>	<b>JSP 11/1 – JSP 14/1 (\$63,091 - \$106,263) Salary grade and level will be determined based on experience</b>
	<b>Washington, DC</b> (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
<b>Who May Apply:</b>	<b>U.S. Citizens (or persons eligible to work in the United States)</b>

The United States Court of Federal Claims is seeking to fill a law clerk position for the chambers of the Honorable Lynn J. Bush. Temporary position may conclude earlier with advance notice or become permanent without further advertising.

### **Position Overview**

The 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. This position is also responsible for chambers administrative tasks as well. 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 clerk concerning legal and court-related issues. A primary focus of this position is docket management and electronic case filing in the court's Case Management/Electronic Case Filing (CM/ECF) system.

### **Qualifications**

To qualify for this position, one must be a law school graduate at the time of appointment with good academic standing, and possess excellent research, writing, and communication skills. Applicant must exhibit good character and maturity. Experience on the editorial board of law review, moot court, and/or publications of a noteworthy article is preferred. Experience with Westlaw, Lexus Nexus and one year of legal work experience is preferred.

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 the bar of a state, territory, or federal court of general jurisdiction.

### **Benefits:**

10 holidays • Commuter Benefit Program/Metro Transit Subsidy Program • 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 through OSCAR (Online System for Clerkship Application and Review) at <https://oscar.uscourts.gov/>. The application shall consist of:

- A cover letter,
- Resume - With rank and honors,
- Writing sample(s) (unedited/minimally edited)(not to exceed a maximum of 10 pages),
- And three references (name, affiliation, and contact information) from persons who are familiar with your work.

### **What to Expect Next**

- We will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- We reserve the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.
- NO PHONE CALLS PLEASE.

**An Equal Opportunity Employer**