

JOB LISTING

TYPE OF POSITION: Full-Time Law Clerk to the Clerk of Court

NUMBER OF POSITIONS AVAILABLE: One

LOCATION: U.S. Court of Appeals for the Armed Forces
450 E Street, N.W.
Washington, D.C. 20442-0001

DESCRIPTION OF ORGANIZATION: Office of the Clerk of the Court in a civilian appellate court having worldwide criminal jurisdiction over all branches of the military criminal justice system.

YEAR OF CANDIDATE: First or second year evening law student who has completed at least one semester of law school.

EXPERIENCE: General office experience preferred, but not required. Prior military experience helpful, but not required.

RESPONSIBILITIES: Assist Clerk of the Court in wide variety of appellate court operations, including appellate courtroom management during hearings, work on motions and extraordinary relief case processing, editorial work with Deputy Clerk for Opinions, and some legal research and writing assignments.

JOB DURATION: Full time year-round schedule until graduation. Estimated date of hire: November/December 2012.

SALARY:

- GS-09 - \$51,630 per annum (includes locality)
- Full Federal Benefits to include medical insurance, sick leave and vacation time.

CONTACT PERSON: Mrs. Gail Bissi, Court Administrative Specialist, (202) 761-1451.

APPLICATION PACKAGE: Include (1) a brief cover letter, noting the position for which the candidate is applying; (2) a resume; (3) a law school transcript (a photocopy is acceptable); and (4) contact information for references. Send required package by mail to court address (above) or by e-mail at: gail.bissi@armfor.uscourts.gov

DEADLINE FOR APPLICATION: Open until filled.