

U.S. Court of Appeals for the Armed Forces
Job Listing

POSITION: Full-Time Law Clerk (Bailiff) to the Clerk of the 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 (or willing to switch to evening program prior to start date) who has completed at least one semester of law school.

EXPERIENCE/QUALIFICATIONS: General office experience preferred, but not required. Prior military experience helpful, but not required. Strong legal research and writing skills are preferred.

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: The position is an at-will, excepted service position under Title 10, U.S. Code § 943, for up to two years. Full time year-round schedule until graduation. Estimated date of hire: April/May 2024.

GRADE & SALARY:

- GS-09 with promotion potential to GS-11
- \$68,405 per annum (includes locality)
- Full Federal benefits include medical insurance, sick and annual leave.

CONTACT PERSON: Any questions about the position should be directed to our HR Specialist at Adminoffice@armfor.uscourts.gov.

HOW TO APPLY: Applicants should forward the following documents to email address Adminoffice@armfor.uscourts.gov.

- (1) a brief cover letter, noting the position for which the candidate is applying,
- (2) a resume,
- (3) an official law school transcript (a photocopy is acceptable), and
- (4) two letters of recommendation,

A complete application package must be submitted, partial or incomplete packages will not be considered.

The U.S Court of Appeals for the Armed Forces is an Equal Opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

DEADLINE FOR APPLICATION: Open until filled.