

## CAREER CLERK

**Position Title:** Career Clerk  
**Salary Range:** \$102,721 - \$153,200 (with locality pay)  
**Position Location:** WASHINGTON, D.C.  
**Opening Date:** May 11, 2009  
**Closing Date:** June 5, 2009

**POSITION SUMMARY:** The Chambers of the Honorable Charles E. Erdmann at the United States Court of Appeals for the Armed Forces is seeking a highly qualified, experienced attorney to serve as a career clerk.

**RESPONSIBILITIES:** The career clerk acts as legal counsel to the judge. The clerk conducts legal research; prepares recommendations on the disposition of substantive and procedural motions, writs and petitions; prepares memos on pertinent legal issues; prepares bench memos on pending cases; drafts proposed orders and opinions; communicates with other chambers regarding pending matters; supervises term clerks and interns; and undertakes other duties as assigned by the judge.

**QUALIFICATIONS:** The U.S. Court of Appeals for the Armed Forces exercises world-wide appellate jurisdiction over court-martial cases involving a variety of legal issues including constitutional law, criminal law, military law, evidence, administrative law and national security law. Because a career clerk must be able to advise the judge on difficult, varied, and important legal issues, the judge is highly selective in hiring. The judge is looking for individuals who have the ability to analyze complex legal issues quickly and to express themselves clearly, both orally and in writing.

At a minimum, applicants must have graduated from an accredited school of law and possess a J.D. degree, be a member in good standing of the bar of a state or the District of Columbia; and have 4 – 6 years of litigation experience, with some experience in criminal litigation preferred.

The position is a full-time career position. The position is an excepted appointment and employment is “at will.”

**REQUIREMENTS:** Due to the nature of cases that are before the court, a career clerk is subject to strict confidentiality requirements. In addition, employment is contingent upon the completion and satisfactory results of a background records check.

Applicants must be United States citizens or eligible to work for the United States government. The United States Court of Appeals for the Armed Forces is an Equal Employment Opportunity employer. Selected applicants will be subject to mandatory

electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.

Send resume, law school transcript, two letters of recommendation, and a self-edited writing sample to:

**Honorable Charles E. Erdmann**  
**U.S. Court of Appeals for the Armed Forces**  
**450 E Street, NW**  
**Washington, D. C. 20442-0001**  
**Attn: Tracy Sequenzia**

**CONTACT:** Tracy Sequenzia – (202) 761-1458; fax (202) 761-7000;  
[Tracy.Sequenzia@armfor.uscourts.gov](mailto:Tracy.Sequenzia@armfor.uscourts.gov).

The United States Government 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.