



## United States Court of International Trade

One Federal Plaza  
New York, NY 10278-0001  
[www.cit.uscourts.gov](http://www.cit.uscourts.gov)

Opening Date: April 3, 2019

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### VACANCY ANNOUNCEMENT

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**POSITION:** Career Law Clerk

**SALARY:** \$102,040 - \$156,758 (JSP 13/1 – JSP 14/10)

**CLOSING DATE:** Open Until Filled  
Applications received by April 30, 2019 will receive first consideration.

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#### POSITION OVERVIEW

The United States Court of International Trade is recruiting for a Career Law Clerk to the Honorable Jennifer Choe-Groves. The duties of the position include: research substantive issues of international trade, customs, federal, and state law; draft legal documents addressing various issues arising in international trade, customs, civil and criminal matters; assist the Judge in preparing for oral arguments, evidentiary hearings, trials, and other proceedings; review motions and other pleadings filed with the Court to determine the issues involved; monitor dockets including all pending cases; train and supervise term law clerks and interns; perform extensive computer legal research via Westlaw and/or Lexis; provide basic administrative office duties for the Judge; and perform other day to day law clerk duties as assigned. There is daily interaction with the judge, other chambers' staff, and the Clerk's Office staff. This is a full-time position that includes occasional travel (including overnight) for hearings and inter-circuit assignments.

#### QUALIFICATIONS

The successful applicant must be a law school graduate from a law school of recognized standing, and must possess the following:

- At least two (2) years of general litigation, federal law clerk experience, or international trade experience;
- Experience on the editorial board of a law review or law journal;
- Graduated within the upper third of the law class;
- Bar membership;
- Superior analytical ability and strong legal research and writing skills; and
- Highly proficient computer and word processing skills.

Candidates must also possess the following personal skills and characteristics:

- Excellent interpersonal skills, including the ability to communicate effectively, both orally and in writing;
- Must be a strong team player, but also must be able to work independently and multitask on multiple projects;
- Must be highly organized and capable of managing a variety of legal and administrative tasks in an efficient manner;
- A high level of maturity, responsibility, and good judgment; and
- Exceptional integrity and professionalism, including a high degree of attention to work product, ethics, attitude, demeanor and ability to maintain confidentiality of matters before the court.

Preference will be given to applicants with prior law clerk experience with the United States Court of International Trade.

#### BENEFITS AND COMPENSATION

Career law clerks are eligible for health, dental, vision and life insurance coverage, Thrift Savings Plan, retirement benefits, Flexible Spending Accounts (Health and Dependent Care Reimbursement), Commuter Benefits (Parking), Long-Term Care insurance, Employee Assistance Program, Work Life benefits, Transit Subsidy (Transitcheqs), minimum of ten (10) paid holidays per year, and periodic salary increases based on acceptable performance.

To qualify for JSP Grade 13, two years of legal work experience following law school is required. To qualify for JSP Grade 14, three years of legal work experience following law school graduation is required, and two of the three years

must have been served as a law clerk in the federal judiciary. Compensation will be set based on the qualifications and experience of the successful candidate, subject to the policies and guidelines set forth in the Guide to Judiciary Policy.

Additional information about federal judiciary benefits and compensation can be found on the United States Courts website career page [www.uscourts.gov/careers.aspx](http://www.uscourts.gov/careers.aspx).

### **INFORMATION FOR APPLICANTS**

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. The successful candidate will be subject to a background check and employment will be contingent upon a favorable suitability determination. Employees of the Court serve under “excepted appointment” and are considered “at-will”. Employees are required to adhere to the [Code of Conduct for Judicial Employees](#) which is available for applicants to review on the [US Courts website](#). Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.

### **HOW TO APPLY**

Interested applicants should apply through OSCAR (Online System for Clerkship and Review) at <https://oscar.uscourts.gov>. Applicants will be required to submit the following:

1. Cover letter and resume (including day and evening telephone numbers)
2. Law school and undergraduate transcripts
3. One (1) writing sample reflecting independent, unedited writing
4. Two (2) letters of recommendation

Only applicants selected for an interview will be notified. Incomplete applications will not be considered.

The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which actions may occur without prior written or other notice.

**UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER**