



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF TENNESSEE

U.S. District Court seeks qualified individuals for the following positions:

In Memphis, TN

Magistrate Judge

Supervisor, Case Management Unit

Audio Visual Specialist - Courtroom Technology

Records/Scanning Clerk (full-time temporary)

Law Clerk (temporary)

U.S. District Court seeks qualified individuals for the following positions:

In Jackson, TN

Generalist Clerk, Docketing/Intake

**PUBLIC NOTICE FOR THE APPOINTMENT
OF A MAGISTRATE JUDGE
UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TENNESSEE**

The United States District Court for the Western District of Tennessee is recruiting to appoint a full-time United States magistrate judge to a vacancy in **Jackson, TN**. The position presently requires weekly travel to Memphis.

The duties of this position are to:

- conduct most preliminary proceedings in criminal cases such as initial presentments, arraignments, detention and bail hearings, and receive reports of the grand juries
- try misdemeanor cases
- conduct pretrial matters and evidentiary proceedings referred by the district judges
- try civil cases upon consent of the litigants.

The basic jurisdiction of the United States magistrate judge is specified in 28 U.S.C. § 636.

To qualify for an appointment an applicant must:

- 1) Be, and have been for at least five years, a member in good standing of the bar of the highest court of a state, the District of Columbia, the Commonwealth of Puerto Rico, the Territory of Guam, the commonwealth of the Northern Mariana Islands, or the Virgin Islands of the United States, and have been engaged in the active practice of law for a period of at least five years (with some substitutes authorized);
- 2) Be competent to perform all the duties of the office; be of good moral character; be emotionally stable and mature; be committed to equal justice under the law; be in good health; be patient and courteous; and be capable of deliberation and decisiveness when required to act on own reason and judgment;
- 3) Be less than seventy years old; and,
- 4) Not be related within the degree of first cousin to a judge of the district court.

A Merit Selection Panel composed of attorneys and other members of the community will evaluate all applicants and recommend, in confidence, to the district judges the five persons it considers best qualified. The court will make the appointment, following an FBI full-field investigation and an IRS tax check of the appointee. The Merit Selection Panel will give due consideration to all qualified candidates, including women and members of minority groups. **The current annual salary of the position is \$155,756. The term of office is eight years.**

An application form and more information on the magistrate judge position may be obtained from www.tndw.uscourts.gov, or the offices of the Clerk of Court, Thomas M. Gould, listed below:

Clerk's Office
242 Federal Building
167 North Main Street
Memphis, Tennessee 38103

Clerk's Office
United States Courthouse, 262
111 South Highland
Jackson, Tennessee 38301

Applications must be submitted in writing only by potential nominees personally and **must be received stamped in the Jackson Clerk's Office by close of business, Friday, June 20, 2008**. Applications will be kept confidential, unless the applicant consents to disclosure, and all applications will be examined only by members of the Merit Selection Panel and the judges of the district court. The panel's deliberations will remain confidential.

The United States District Court is an Equal Opportunity Employer

APPLICATION FORM
UNITED STATES MAGISTRATE JUDGE

Type or legibly print your answers. If a question is not applicable, indicate this by marking "N/A." Return completed form to Thomas M. Gould, Clerk of Court.

GENERAL

1. Full name: _____

2. All other names by which you have been known: _____

3. Office address: _____

City: _____ State _____ Zip _____

Telephone: _____

4. Residential address: _____

City: _____ State _____ Zip _____

Telephone: _____

5. Place of birth: _____

Date of Birth: _____

6. Length of residence in state: _____

7. If you are a naturalized citizen, state the date and place of naturalization:

8. Military Service:

Branch: _____ Dates: _____

Rank or Rate at Discharge: _____ Type of Discharge: _____

If still a reserve or national guard member, give service, branch unit, and present rank:

9. Are you related by blood or marriage to any judges of this court? [] []
Yes No

If yes, give name(s) and relationship: _____

HEALTH

10. What is the present state of your health? _____

11. Do you have any disability, serious illness or condition that would prevent you from performing the essential functions of the position of magistrate judge? _____

EDUCATION

12. Colleges and universities attended, dates, and degrees: _____

13. Continuing legal education courses completed within the last 10 years: _____

HONORS

14. Were you a member of law review? [] []
Yes No
- If yes, describe role: _____

15. If you have published any legal books or articles, list them, giving citations and dates:

16. List any honors, prizes, or awards you have received: _____

PROFESSIONAL ADMISSIONS

17. List all courts (including state bar admissions) and administrative bodies having special admission requirements in which you are presently admitted to practice, giving the dates of admission in each case:
- | Court or Administrative Body | Date of Admission |
|------------------------------|-------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

LAW PRACTICE

18. State the names, addresses, and dates of employment for all law firms with which you have been associated in practice, all government agencies, and all private business organizations in which you have been employed. Also provide all dates during which you have practiced as a sole practitioner.
- | Organization | Address | Position | Dates |
|--------------|---------|----------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Number of cases adjudicated _____

Dates of service _____

BUSINESS INVOLVEMENT

30. a) If you are now an officer, director, or otherwise engaged in the management of any business enterprise, state the name of such enterprise, the nature of the business, the nature of your duties, and whether you intend to resign such position immediately upon your appointment to judicial office.

b) Since being admitted to the Bar, have you ever engaged in any occupation, business, or profession other than the practice of law? [] []
Yes No

If yes, give the details, including dates.

c) During the past five years have you received any fees or compensation of any kind, other than for legal services rendered, from any business enterprise, institution, organization, or association of any kind? [] []
Yes No

If yes, identify the source of such compensation, the nature of the business enterprise, institution, organization of association involved, and the dates such compensation was paid. _____

31. a) Have you ever been arrested, charged, or convicted for violation of any federal law, state law, county or municipal law, regulation, or ordinance?
[] []
Yes No

If yes, give details. (Do not include traffic violations for which a fine of \$200 or less was imposed unless it also included a jail sentence. _____

b) Have you, to your knowledge, ever been under federal, state or local investigation

for possible violation of a criminal statute? [] []
Yes No

If yes, give particulars. _____

32. a) Have you ever been sued by a client? [] []
Yes No

If yes, give particulars. _____

b) Have you or your professional liability insurance carrier ever settled a claim against you for professional malpractice? [] []
Yes No

If yes, give particulars, including the amounts involved. _____

33. Have you ever been charged in any civil or criminal proceedings with conduct alleged to involve moral turpitude, dishonesty, or unethical conduct? [] []
Yes No

If yes, give particulars. _____

34. Have you ever been disciplined or cited for a breach of ethics of unprofessional conduct by any court, administrative agency, bar association, or other professional group?
[] []
Yes No

If yes, give particulars. _____

35. Have you filed appropriate tax returns as required by federal, state, local and other government authorities? [] []. If no, explain.
Yes No

36. Have any liens or claims been instituted against you by the federal, state or local authorities? [] [] If yes, explain.
Yes No

PROFESSIONAL AND OTHER ACTIVITIES

37. a) List all bar associations and legal professional societies of which you are a member and give the titles and dates of any office you have held in such groups, and committees to which you belong. _____

- b) List all organizations and clubs, other than bar associations and professional societies identified in response to Question No. 37 a), of which you have been a member during the past ten years, including the titles and dates of any offices you have held in each such organization. _____

SUPPLEMENTAL INFORMATION

38. State any achievements or actions you have accomplished, demonstrating your commitment to equal justice under the law. _____

39. State any additional education or other experiences you believe would assist you in holding judicial office. _____

40. State any other pertinent information reflecting positively or adversely on you which you believe should be disclosed to the district court and the selection panel in connection with your possible selection as United States magistrate judge. _____

41. a) List three individuals as references who are familiar with your abilities:

Name _____
Address _____
Telephone _____

Name _____
Address _____
Telephone _____

Name _____
Address _____
Telephone _____

b) List three individuals as references who are familiar with your personal character:

Name _____
Address _____
Telephone _____

Name _____
Address _____
Telephone _____

Name _____
Address _____
Telephone _____

CONFIDENTIALITY STATEMENT

This form will be kept confidential and will be examined only by members of the Merit Selection Panel and the judges of the district court. The individuals whom you have listed as references above may be contacted by the Panel, but no other employers, colleagues, or other individuals will be contacted without your prior approval.

I declare under penalty of perjury that the foregoing is true and correct.

Date _____

Signature of Applicant _____

CAREER OPPORTUNITY
UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE

ANNOUNCEMENT NO.: 08-01

DATE: May 2, 2008

SUBMIT RESUMES TO:

POSITION TITLE: SUPERVISOR,
CASE MANAGEMENT UNIT

Clerk's Office
U.S. District Court
242 Federal Building
Memphis, TN 38103

DUTY STATION: **Memphis, TN**

Classification Level: CL 28/1- CL 28/25 (\$52,250 - \$65,315)

CLOSING DATE: **05/23/2008**

www.tnwd.uscourts.gov

POSITION OVERVIEW:

Manages and ensures seamless support to each member of the Court during the absence of any member of the unit and provides the necessary coverage via assignment of a substitute by drawing from the available pool of case managers as needed. Monitors units performance and establishes means for continued and bilateral communication by conducting regular meetings with the unit, individually and severally, as called for. Implements and revises procedures to keep unit current, including follow-up methods to stay abreast of changes in courtroom technology, standing orders, local rules, court-ordered and statutory deadlines and fees. Serves as primary source of information to the unit involving the clerk's office's policies and procedures. Functions as the primary point of contact for resources and/or training for the unit. Coordinates and maintains the District's Criminal Rotation Schedule and monthly trial calendar. Monitors the district judges' monthly Report Dates; establishes and distributes the monthly Rotation Trial Calendar. Creates and distributes the Annual, Criminal Docket Rotation Schedule. Promotes public trust and confidence by reflecting the Court's standards of accessibility, accountability, integrity, stewardship and professional demeanor while executing daily duties. Provides case management services for visiting judges and performs other duties as assigned.

QUALIFICATIONS:

Must be detail oriented and have knowledge of general office practices with strong organizational, automation, speaking and writing skills. Requires 4 years exp., 3 of which must have been in a legal setting. Experience in a federal state or local courtroom setting preferred. College degree/paralegal experience and familiarity with court proceedings and Microsoft Office products desired.

BENEFITS:

Regular, full-time employment in the federal judiciary offers benefits that include paid vacation depending upon years of employment, participation in the federal retirement and social security systems, life, health, long term care and long term disability insurance programs, flexible spending accounts, participation in the Thrift Savings Plan (401k Plan) plus 10 paid holidays per year.

Employees of the U.S. District Court serve under "Excepted Appointments" and are "at will" employees, serving at the pleasure of the court. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training. Applicants are responsible for their own interview travel expenses. The successful applicant will be subject to a reference and fingerprint/background check. This position is subject to mandatory electronic funds transfer participation.

Interested parties must submit cover letter and resumes prior to close of business on the closing date.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

**CAREER OPPORTUNITY
UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE**

ANNOUNCEMENT NO.: 08-02

DATE: May 2, 2008

POSITION TITLE: AUDIO VISUAL SPECIALIST
COURTROOM TECHNOLOGY

SUBMIT RESUMES TO:

Clerk's Office
U.S. District Court
242 Federal Building
Memphis, TN 38103

DUTY STATION: **Memphis, TN**
Classification Level: CL 24/1- CL 24/25 (\$32,603 - \$40,779)

CLOSING DATE: **05/23/2008**

www.tnwd.uscourts.gov

POSITION OVERVIEW:

Incumbent provides support for audio/visual presentation systems within the courtroom. Performs task related to daily administration of the Nortel telephone system. Recommends software solutions, new hardware configurations and capabilities as well as anticipated requirements and problems. Provides information and assistance to users regarding the use of the internet/intranet or other issues related to the court. Backs up the other systems staff and performs other office automation, user support and project duties for the consolidated systems technology.

QUALIFICATIONS:

Must have General knowledge of the functions and procedures of the court units served. Basic working knowledge of the theories, principles, practices and techniques of computer hardware and software, office automation, database design, and data communications. Minimum 3 years experience and H.S. diploma or equivalent required. Prior experience working with technology in a legal setting preferred.

BENEFITS:

Regular, full-time employment in the federal judiciary offers benefits that include paid vacation depending upon years of employment, participation in the federal retirement and social security systems, life, health, long term care and long term disability insurance programs, flexible spending accounts, participation in the Thrift Savings Plan (401k Plan) plus 10 paid holidays per year.

Employees of the U.S. District Court serve under "Excepted Appointments" and are "at will" employees, serving at the pleasure of the court. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training. Applicants are responsible for their own interview travel expenses. The successful applicant will be subject to a reference and fingerprint/background check. This position is subject to mandatory electronic funds transfer participation.

Interested parties must submit cover letter and resumes prior to close of business on the closing date.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY
EMPLOYER**

**CAREER OPPORTUNITY
UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE**

ANNOUNCEMENT NO.: 08-03

DATE: May 2, 2008

POSITION TITLE: RECORDS/SCANNING CLERK
TEMPORARY (1 YR & 1 DAY)

SUBMIT RESUMES TO:

Clerk's Office
U.S. District Court
242 Federal Building
Memphis, TN 38103

DUTY STATION: Memphis, TN
Classification Level: CL 22/1- CL 22/25 (\$23,777 - \$29,726)

CLOSING DATE: 05/23/2008

www.tnwd.uscourts.gov

POSITION OVERVIEW:

This position is approved for one year and one day. Primary duties include scanning historical cases, maintaining court files, making copies and assisting the public. Incumbent will also assist with sorting, classifying and monitoring access to records and with timely and accurate filing of documents.

QUALIFICATIONS:

Requires knowledge of general office practices and ability to deal with the public as normally acquired thru 1yr. clerical/customer service experience. Computer literacy mandatory and ability to operate office equipment mandatory. Knowledge of legal terminology and processes and Bachelor's degree preferred.

BENEFITS:

This is a temporary position. The federal judiciary offers paid time plus several paid holidays annually.

Employees of the U.S. District Court serve under "Excepted Appointments" and are "at will" employees, serving at the pleasure of the court. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training. Applicants are responsible for their own interview travel expenses. The successful applicant will be subject to a reference and fingerprint/background check. This position is subject to mandatory electronic funds transfer participation.

Interested parties must submit cover letter and resumes prior to close of business on the closing date.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY
EMPLOYER**

**CAREER OPPORTUNITY
UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF TENNESSEE**

ANNOUNCEMENT NO.: 08-04

DATE: May 2, 2008

SUBMIT RESUMES TO:

POSITION TITLE: GENERALIST CLERK
DOCKETING/INTAKE
DUTY STATION: JACKSON, TN
Classification Level: CL 23/1- CL 23/25 (\$29,461- \$36,822)
CLOSING DATE: 05/23/2008

Clerk's Office
U.S. District Court
242 Federal Building
Memphis, TN 38103

www.tnwd.uscourts.gov

POSITION OVERVIEW:

Performs all duties associated with maintenance of court's civil and criminal dockets. Using an automated case management system, maintains a docket and suitable indices conforming to the Federal Rules of Civil and Criminal Procedure for every civil case and every criminal information or indictment returned. Makes complete, concise, summary entries on the docket for filings and proceedings held in open court. Coordinates docket activity for assigned judge with judge's respective case manager to ensure pro-active management of judge's calendar. Prepares statistical reports, enters default judgments, receives and files satisfactions of judgments and enters same in the records, and furnishes information as to the status of cases. Processes Rule 20, 21, and 40 papers and probation transfers. Processes and coordinates Notices of Appeal and examines accuracy of record for the 6th Circuit Clerk's Office. Performs all duties associated with the receipt, examination, acceptance, filing, and distribution of all pleadings relating to the jurisdiction of the court. Issues civil processes such as summonses, subpoenas, writs of attachment, writs of garnishments, writs of execution, abstracts, and the like. Verifies whether a valid judgment is on file and whether it is satisfied; issues summonses for defendants when requested by the United States Attorney or directed by the court; coordinates attorneys admission to practice; collects fees for commencing civil actions, appeals, attorney admissions, performing searches, indexing copy work and any other services for which the Judicial Conference of the United States has established fees be assessed. The incumbent is a highly visible public resource to whom attorneys, litigants, and the general public routinely look for court and case information over the counter, by telephone, and by letter. Because of frequency of contact with the bar and public, this position demands professional demeanor, maturity, discipline, a strong service orientation, tact, and humor. Performs other duties as assigned.

QUALIFICATIONS:

Minimum 3 years experience required through progressively responsible clerical or administrative experience which has provided a knowledge of general office practices such as filing, typing, telephone usage, record keeping, sorting and mail distribution. Experience using computers, computer applications, automated systems and familiarity with cashier practices required. One year must have provided legal terminology and demonstrated ability to apply a body of rules, regulations, directives and laws. Such experience is commonly, but not exclusively, obtained in law firms, law offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, corporate headquarters or personnel/payroll operations. Experience with electronic case filing is desirable.

BENEFITS:

Regular, full-time employment in the federal judiciary offers benefits that include paid vacation depending upon years of employment, participation in the federal retirement and social security systems, life, health, long term care and long term disability insurance programs, flexible spending accounts, participation in the Thrift Savings Plan (401k Plan) plus 10 paid holidays per year.

Employees of the U.S. District Court serve under "Excepted Appointments" and are "at will" employees, serving at the pleasure of the court. Appointee may be removed from this position for failure to perform at a satisfactory level following reasonable on-the-job training. Applicants are responsible for their own interview travel expenses. The successful applicant will be subject to a reference and fingerprint/background check. This position is subject to mandatory electronic funds transfer participation.

Interested parties must submit cover letter and resumes prior to close of business on the closing date.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

Law Clerk

The United States District Court, Western District of Tennessee is accepting resumes for a Temporary Law Clerk for a United States Magistrate Judge. This appointment is for one year and one day from the date of appointment, with an option to extend the appointment for an additional period of time. Appointee will be eligible for health and life insurance coverage and participation in the judiciary's supplemental benefits, but will not be eligible to participate in the retirement system or Thrift Savings Plan. Applicants must be a graduate of an accredited law school at the time of employment. The selected candidate is subject to a background check and must participate in mandatory direct deposit of federal wages. Employees of the federal judiciary are "at will" employees, and serve at the pleasure of the court. Appointee may be removed from this position for failure to perform at a satisfactory level after reasonable on-the-job training. Compensation: JSP 11 (\$54,494) to JSP 13 (\$77,670)/yr, depending upon qualifications. Please submit two copies of a cover letter and resume, and one copy of a writing sample to: United States District Court; 167 N Main, RM 242; Memphis, TN 38103; The United States District Court, Western District of Tennessee is an Equal Opportunity Employer. www.tnwd.uscourts.gov