

Circuit Court of Alexandria, Virginia

Judges
KATHLEEN M. USTON
REBECCA J. WADE
HEIDI E. MEINZER



Courthouse
520 King Street
Alexandria, VA 22314-3164
703.746.4123
www.alexandriava.gov/CircuitCourt

March 26, 2026

JOB POSTING for current 2Ls **Anticipated Graduation date: May 2027**

Employment Term: August 2027 to August 2029
Application Period Ends: **June 15, 2026** (rolling basis;
applications are reviewed when received)

OPEN UNTIL FILLED. APPLICATIONS REVIEWED AS THEY ARE RECEIVED

Position Title. **CIRCUIT COURT LAW CLERK (STAFF ATTORNEY)**

Number of Vacant Positions. 2 vacant positions

Term of Employment. August 2027 to August 2029. This is a 2-year term of employment. The successful applicant's start date is in August 2027 after law school graduation and sitting for the Virginia State Bar examination.

Description of Vacant Position. The successful applicant will be hired for a two-year clerkship to work with all three Circuit Court judges (law clerks are not assigned to a specific judge). Alexandria Circuit Court has a total of 3 judicial law clerks (staff attorneys) who are hired on a rotational basis, with either one or two law clerks starting each August.

Benefit Package. Judicial law clerks are eligible for most of the standard benefits offered to City of Alexandria employees, including health care, but excluding retirement benefits. Additional benefits to Circuit Court law clerks include paid parking and reimbursement of CLE expenses.

Application Instructions. Email a cover letter, resume, law school transcript, a list of references with telephone numbers, and an optional writing sample (less than 10 pages) to the Court Administrator (email address below). The application package may be updated when spring transcripts and class rankings become available. ***No telephone calls please.***

Court Administrator: Lori.knoernschild@alexandriava.gov

Candidate Interviews. Candidates to be interviewed will be contacted by email and the interviews will be conducted in the spring/summer of 2026 before your 3rd year of law school.

The above information is posted to www.alexandriava.gov/CircuitCourt
> scroll to "Employment Opportunities: Judicial Law Clerks"