



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OHIO VACANCY ANNOUNCEMENT 16-11

POSITION TITLE: Term Law Clerk	NUMBER OF POSITIONS: One (1)
DUTY STATION: Cleveland, Ohio	GRADE/SALARY RANGE: JS-11 – JS-13 (\$61,588 - \$114,120)
POSITION TYPE: Full-time temporary	AREA OF CONSIDERATION: All qualified applicants
OPENING DATE: July 8, 2016	CLOSING DATE: Open until filled. First consideration given to applications received by July 22, 2016

POSITION OVERVIEW

The United States District Court for the Northern District of Ohio is accepting applications for a Term Law Clerk to a Magistrate Judge. The broad range of duties includes conducting legal research, preparing bench memos, drafting orders and opinions, and verifying citations. Effective interaction with members of the Bar, Clerk's Office staff and Chambers' staff is essential to this position. Starting salary commensurate with legal work experience and previous Federal Law Clerk experience.

MINIMUM QUALIFICATIONS

To qualify for the position of law clerk at salary level JS-11 (**\$61,588 - \$80,064**), a person must be a law school graduate and have one or more of the following attributes:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools.
- Experience on the editorial board of a law review of such school.
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies which, in the opinion of the judge, is the equivalent of one of the above. Some examples of criteria which are considered to be acceptable as equivalent include:
 - Publication of a noteworthy article in a law school student publication or other scholarly publication;
 - Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
 - Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
 - Participation in the legal aid or other law school clinical program sanctioned by the law school;* or
 - Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school (i.e., working one's way through college).*

*In order to receive credit, participation and experience could not have been for academic credit. This list is not all-inclusive; the determination of an acceptable equivalence rests with the appointing judge.

To qualify for the position of law clerk at salary level JS-12 (**\$73,819 - \$95,965**), a person must be a law school graduate, have one year of legal work experience performed after graduation from law school, be a member of the bar of a state, territorial, or federal court of general jurisdiction and have one or more of the attributes listed in the first paragraph under Minimum Qualifications.

To qualify for the position of law clerk at salary level JS-13 (**\$87,781 - \$114,120**), a person must be a law school graduate, have two years of legal work experience performed after graduation from law school, and be a member of the bar of a state, territorial, or federal court of general jurisdiction and have one or more of the attributes listed in the first paragraph under Minimum Qualifications.

PREFERRED QUALIFICATION

Preference will be given to applicants with prior law clerk experience to a Magistrate Judge.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the U. S. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS

Applicants selected for interviews must travel at their own expense and relocation expenses will not be provided. All promotions are subject to approval of the Judge. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. **No phone calls please.**

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the court's web site www.ohnd.uscourts.gov

BENEFITS

Term law clerks are eligible for, but not limited to, the following employment benefits: Paid holidays • Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit) • Group life insurance and long term care insurance • Extensive on-line training options • Fitness center • Transit subsidy

HOW TO APPLY

To apply, submit a cover letter, resume, unofficial or official law school transcripts, a recent writing sample of no more than ten pages in length, three (3) letters of recommendation, and completed application form AO78, available at the court's web site www.ohnd.uscourts.gov/home/careers-in-the-court/ to the address below. Applications may also be e-mailed to apply@ohnd.uscourts.gov. If you submit the documents via e-mail one PDF document is preferred. Use only one method of application **Incomplete submissions will not be considered.**

United States District Court
Carl B. Stokes U.S. Court House
Attn: Human Resources #16-11
801 West Superior Avenue, Suite 1-115
Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.