

U.S. District Court  
Northern District of Ohio



Career Opportunity  
VA #18-21

## Term Law Clerk to U.S. Magistrate Judge

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**Location:** Cleveland, Ohio

**Area of Consideration:** All qualified applicants

**Classification:** Judiciary Salary Plan, JS-11 to JS-13

**Salary Range:** \$63,717 - \$118,059

**Posted:** October 5, 2018

**Closes:** Open until filled. Priority consideration will be given to applications received by 5:00pm on December 15, 2018.

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### POSITION OVERVIEW:

The U.S. District Court for the Northern District of Ohio, is accepting applications for the position of Term Law Clerk to U.S. Magistrate Judge Jonathan Greenberg, located in Cleveland, Ohio. The Law Clerk appointment shall begin September 2019. This position is anticipated to be a one year term with potential for extension at the discretion of the successful applicant and Judge Greenberg.

Primary duties of the position include administrative and traditional law clerk responsibilities such as researching substantive issues of federal and state law, drafting legal memoranda, opinions and orders, and attending court proceedings. Additional duties include interacting with chambers staff, court personnel, litigants and/or the public, and generally providing trusted legal support to the Judge. Selected candidate may perform other duties as assigned. Successful candidates must exhibit the highest standards of excellence and integrity, and display, at all times and to all persons, a courteous, professional and cooperative attitude.

### QUALIFICATIONS: (Qualifications must be met at the time of application)

For consideration, candidates must be law school graduates with strong academic records. Candidates also must possess:

- 1) Graduate of an ABA accredited law school with excellent academic credentials;
- 2) Superior analytical ability and strong research and writing skills;
- 3) Proficiency in computer and word processing skills;
- 4) Ability to work independently in a production oriented high-volume work environment;
- 5) Membership in a Bar of a state, territorial, or Federal Court of general jurisdiction.

#### Preferred qualifications include:

- Experience in a comparable position emphasizing legal writing and analysis
- Prior federal clerkship
- Experience in the areas of social security and/or habeas law.

### COMPENSATION AND BENEFITS:

Compensation will be set based on the experience and qualifications of the successful candidate subject to the policies and guidelines set forth in the Judicial Salary Plan. Term Law Clerks qualify for participation in pre-tax benefit programs (health, dental, and vision insurance programs, flexible spending accounts, commuter reimbursement benefit); group life insurance, long term care insurance and a fitness center. Federal employees observe ten paid holidays per year.

**HOW TO APPLY:**

Email the following documents IN A SINGLE PDF to [Greenberg\\_Chambers@ohnd.uscourts.gov](mailto:Greenberg_Chambers@ohnd.uscourts.gov). ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION. Subject of Email should read:

**Vacancy 18-21 Judge Greenberg Term Law Clerk.**

- Letter of interest;
- Current Resume;
- Completed Employment application (AO78) found at this link: <http://www.ohnd.uscourts.gov/careers>.
- A writing sample no more than 15 pages (*please do **not** submit law review articles as a writing sample*);
- Copy of law school transcripts; and
- Three professional references with contact information.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Due to the volume of applications received, the Court will only contact those applicants who will be interviewed.

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

All applicants must be a U.S. Citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen as soon as they meet the eligibility requirements. This position is subject to a FBI background check. Retention depends on favorable suitability determination. Judiciary employees serve under excepted appointments, and are considered "at will" and can be terminated with or without cause by the Court. All appointments are subject to mandatory electronic funds transfer. All employees are required to adhere to the Code of Conduct for Judicial Employees that is available to review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.