

U.S. District Court
Northern District of Ohio



Career Opportunity
VA #19-03

Term Law Clerk (Part Time) to U.S. District Judge

Location: Cleveland, Ohio

Area of Consideration: All qualified applicants

Classification: Judiciary Salary Plan, JS-12 to JS-13

Salary Range: \$76,371 - \$118,059

Posted: February 11, 2019

Closes: Open until filled. Priority consideration will be given to applications received by 5:00 pm on March 1, 2019.

POSITION OVERVIEW:

The U.S. District Court for the Northern District of Ohio, is accepting applications for the position of Term Law Clerk (Part Time) to Senior U.S. District Judge Donald C. Nugent, located in Cleveland, Ohio. The Law Clerk appointment shall begin April 5, 2019. This is a temporary part time position with a work schedule of Mondays, Tuesdays, and alternate Wednesdays (total of 40 hours worked each biweekly pay period). This position is anticipated to be a one (1) year term with potential for extension at the discretion of the successful applicant and Judge Nugent.

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) At least one (1) year of legal work experience performed after graduation from law school;
- 3) Superior analytical ability and strong research and writing skills;
- 4) Proficiency in computer and word processing skills;
- 5) Ability to work independently in a production oriented high-volume work environment;
- 6) 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

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 betsyann_breese@ohnd.uscourts.gov. ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION. Subject of Email should read: **Vacancy 19-03 Judge Nugent 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.