

U.S. District Court  
Northern District of Ohio



Career Opportunity  
VA #20-21

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

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**Location:** Cleveland, Ohio

**Area of Consideration:** All qualified applicants

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

**Salary Range:** \$79,943 - \$123,584

**Posted:** September 24, 2020

**Closes:** Open until filled.

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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. District Judge Dan A. Polster, located in Cleveland, Ohio. The law clerk appointment shall begin January 4, 2021. This position is anticipated to be either a one-year term or a two-year term with potential for extension at the discretion of the successful applicant and Judge Polster.

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 candidate must exhibit the highest standards of excellence and integrity, and display, always 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 from an ABA accredited law school with excellent academic credentials. Candidates also must possess:

- 1) Superior analytical ability and strong research and writing skills;
- 2) Proficiency in computer and word processing skills;
- 3) Ability to work independently in a production oriented high-volume work environment; and
- 4) 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 and/or at least two years of legal work experience.
- Strong preference for someone who is not conflicted from working on the Opioid MDL.

### 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:**

Applicants may apply by emailing the following documents in a single PDF file to

[Polster\\_Chambers@ohnd.uscourts.gov](mailto:Polster_Chambers@ohnd.uscourts.gov) or via <https://oscar.uscourts.gov/>. **ALL DOCUMENTS MUST BE**

**PROVIDED TO BE CONSIDERED FOR THIS POSITION.** Subject of Email should read: **20-21–Judge Polster Term Law Clerk.**

- Letter of interest;
- Current Resume;
- A writing sample no more than 15 pages (*please do **not** submit law review articles as a writing sample*);
- Copy of law school transcripts (if practicing less than 3 years); and
- Two professional references with contact information.

**Interviews will take place as soon as possible and may take place via Zoom or in-person (due to the Coronavirus National Pandemic).** Applicants 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 an 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.