

U.S. District Court  
Northern District of Ohio



Career Opportunity  
VA #21-01

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

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**Location:** Cleveland, Ohio

**Area of Consideration:** All qualified applicants

**Salary:** \$67,364

**Type of Appointment:** Full-time temporary

**Posted:** January 19, 2021

**Closes:** February 19, 2021

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### POSITION OVERVIEW:

The U.S. District Court for the Northern District of Ohio, is accepting applications for the position of Temporary Law Clerk to U.S. District Judge Dan A. Polster, located in Cleveland, Ohio. The appointment is projected to begin Monday, April 5, 2021. This position is anticipated to be a one-year temporary appointment. **Note:** This position is in support of the Opioid MDL. Applicants with a conflict of interest (e.g., worked for a firm that has worked on MDL or related cases) should not apply.

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 from an ABA accredited law school with excellent academic credentials. Candidates also must possess:

- Superior analytical ability, with strong research and writing skills;
- Ability to work independently in a production oriented high-volume work environment; and
- Proficiency in computer and word processing skills.

#### 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
- Membership in a Bar of a state, territorial, or Federal Court of general jurisdiction

### COMPENSATION AND BENEFITS:

Temporary Law Clerks appointed for one year and 1 day qualify for participation in pre-tax benefit programs (health, dental, and vision insurance programs, flexible spending accounts, commuter reimbursement benefit); group life insurance, transit subsidy 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: **21-01–Judge Polster Temp 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 be conducted via ZOOM.** 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 <https://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.