



U. S. District Court
Northern District of Ohio
801 West Superior Avenue
Cleveland, Ohio 44113

Benefits:

Federal Benefits Include:

- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Transit subsidy
- Fitness Center

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

Term Law Clerk to U.S. District Judge

VACANCY #23-18

LOCATION: Cleveland, Ohio

STATUS: Full-time temporary

CLASSIFICATION: JSP-11 to JSP-13

SALARY RANGE: \$72,185 - \$133,747

POSTED: May 1, 2023

CLOSING DATE: July 16, 2023

AREA OF CONSIDERATION: All qualified applicants

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 Polster, located in Cleveland, Ohio. The ideal start date for this law clerk appointment is September 3, 2024. This position is anticipated to be either a one-year term or a two-year term.

Duties and Responsibilities

Primary duties of the position include 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 (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. The ability to prepare bench memoranda and draft opinions on complex civil cases is critical to this position. Applicants must have significant research and writing experience, as well as a demonstrated ability to work proficiently and independently on complex matters.
- 2) Proficiency in computer and word processing skills.
- 3) Ability to work independently in a production oriented high-volume work environment.

To achieve pay grade JSP 12 or better applicants must also have:

- 4) Membership in a Bar of a state, territorial, or Federal Court of general jurisdiction; and
- 5) At least one year of legal work or experience in a comparable position emphasizing legal writing and research.

(VA-23-18 Term Law Clerk)

How to Apply:

Applicants must apply on-line through OSCAR or by emailing the following documents in a single PDF file to chambers.polster@ohnd.uscourts.gov.

ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION.

- Letter of interest.
- Current Resume.
- One writing sample, no more than 15 pages (*do not submit law review articles*);
- Copy of law school transcripts if practicing less than 3 years. Law Students must include second year grades; and
- Three professional references with contact information.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
- This position is subject to an FBI background check.
- Employment is considered provisional until the background check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will."
- Employees are required to use direct deposit for payroll.

Compensation will be set based on the experience and qualifications of the successful candidate subject to the policies and guidelines set forth in the Judiciary Salary Plan.

Interviews will take place via Zoom or in-person.

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.