



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. Magistrate Judge

VACANCY #23-36

LOCATION: Cleveland, Ohio

STATUS: Full-time temporary

CLASSIFICATION: JSP-11 to JSP-13

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

POSTED: September 13, 2023

CLOSING DATE: Open until filled

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. Magistrate Judge James E. Grimes Jr. in Cleveland, Ohio. This position is anticipated to be a two-year term beginning in March 2024.

Duties and Responsibilities

The position entails substantial legal research and writing, with a docket that primarily consists of general civil motion practice, Social Security disability appeals, and habeas corpus petitions. The law clerk will be responsible for tracking pending motions and managing his or her individual dockets so that draft orders and draft report and recommendations are presented to the judge in a timely manner.

The law clerk will be expected to have excellent problem-solving skills, sound analytical abilities, and superior writing skills. Candidates must also have strong interpersonal and time-management skills and work well independently and as part of a team.

Qualifications (Must be met at the time of application)

For consideration, candidates must be a law school graduate from an ABA accredited law school with excellent academic credentials.

Candidate also must possess:

- 1) Superior analytical ability and strong research and writing skills;
- 2) Proficiency using Word, Westlaw, Lexis, and related software;
- 3) Ability to work independently in a production-oriented, high-volume work environment; and
- 4) Membership in a Bar of a state, territory, or federal court of general jurisdiction.

Preferred qualifications include:

- Prior judicial clerkship or judicial staff attorney position; or
- At least two years of post-law school experience in a comparable position emphasizing legal research and writing.

Term Law Clerk (VA 23-36)

How to Apply:

Applicants must submit ONE PDF document containing the following to:

Susan.Waszak@ohnd.uscourts.gov

- Cover Letter
- Resume
- A writing sample of no more than 15 pages (*please do not submit law review articles as a writing sample*)
- Copy of law school transcripts
- Three professional references with contact information
- Application for Federal Branch Employment found at:

<https://www.ohnd.uscourts.gov/careers>

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 Judicial Salary Plan.

Applicants selected for interviews will be interviewed in person or via videoconference. Due to the volume of applications received, the Court will only contact those applicants who will be interviewed.

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.