



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 #23-20

**LOCATION:** Cleveland, Ohio

**STATUS:** Full-time temporary

**CLASSIFICATION:** JSP-12 to JSP-13

**SALARY RANGE:** \$86,520 - \$133,747

**POSTED:** May 1, 2023

**CLOSING DATE:** Open Until Filled.

**AREA OF CONSIDERATION:** Open to 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 David A. Ruiz in Cleveland, Ohio with an anticipated start date in October 2023. This position is anticipated to be a one-year term with potential for extension at the discretion of the successful applicant and Judge Ruiz.

### Duties and Responsibilities

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 (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:

- Prior federal clerkship and/or at least two years of legal work
- Experience in a comparable position emphasizing legal writing and analysis experience

(VA-23-20 Term Law Clerk)

How to Apply:

Applicants may apply either on-line through OSCAR or by emailing the following documents in a single PDF file to Ruiz\_Chambers@ohnd.uscourts.gov.

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

- Letter of interest;
- Current Resume;
- Completed Employment application (AO78) found at this link:  
<https://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.

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 may be interviewed in person or via video conference. 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.