



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

Career and Term Law Clerks to U.S. Magistrate Judge

VACANCY #24-03

LOCATION: Cleveland, Ohio

STATUS: Full-time

CLASSIFICATION: JSP-12 to JSP-14

SALARY RANGE: \$86,520- \$158,049

POSTED: December 21, 2023

CLOSING DATE: Open Until Filled. *First consideration given to applications received by January 19, 2024*

AREA OF CONSIDERATION: All qualified applicants.

Position Overview:

The U.S. District Court for the Northern District of Ohio is accepting applications for a Career Law Clerk and Term Law Clerk for an incoming Magistrate Judge-selectee for the Northern District of Ohio, in Cleveland, pending successful completion of the already-underway background check. The ideal start date for these law clerk appointments is on or around March 25, 2024. The term law clerk position is anticipated to be a one-year term with potential for extension at the discretion of the successful applicant and the judge (but in no case exceeding 4 years).

Duties and Responsibilities:

Primary duties of the positions 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. The selected candidates may perform other duties as assigned. The successful candidates 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.
- 4) Membership in a Bar of state, territorial, or Federal Court of general jurisdiction.

(VA 24-03 MJ-Selectee Law Clerks)

How to Apply:

Applicants must submit ONE PDF document containing the following to:

apply@ohnd.uscourts.gov

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

- Cover Letter
- 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
- Three professional references with contact information.
- Application for Federal Branch Employment (AO78) 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.

Preferred qualifications include:

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

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

Applications will be reviewed, and interviews scheduled on a rolling basis. 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.

Applicants should indicate in their cover letter if they are applying for the Career Law Clerk position, the Term Law Clerk position, or both.

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.