

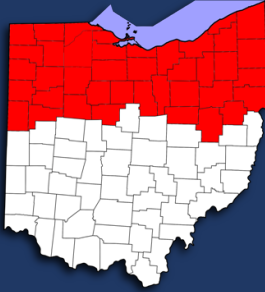


UNITED STATES DISTRICT COURT Northern District of Ohio

Sara Lioi, Chief Judge | Sandy Opacich, Clerk of Court

NOTICE OF VACANCY

801 West Superior Avenue
Cleveland, Ohio 44113
www.ohnd.uscourts.gov



The U.S. District Court for the Northern District of Ohio currently holds court in Cleveland, Akron, Toledo, and Youngstown and serves the 6 million citizens of the 40 most northern counties in the state. It is among the 17 largest U.S. district courts.

HOW TO APPLY

Applicants may apply by submitting ONE PDF document to

apply@ohnd.uscourts.gov containing the following:

- Cover Letter
- Resume
- Three professional references with contact information
- Two writing samples; each no more than 15 pages (please do not submit law review articles)
- Application for Federal Judicial Branch Employment found [HERE](#)

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

TEMPORARY LAW CLERK TO U.S. MAGISTRATE JUDGE VACANCY #25-24

Duty Station: Akron, Ohio **Posted:** August 29, 2025
Status: Full-time Temporary **Closing Date:** Open Until Filled
Classification: JSP 12 – JSP 13 **Salary Range:** \$92,535 - \$143,051

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.

POSITION OVERVIEW

The United States District Court for the Northern District of Ohio is accepting applications for the position of Temporary Law Clerk to U.S. Magistrate Judge Amanda M. Knapp. This position is located in Akron, Ohio. A fully onsite schedule is preferred, but a hybrid onsite/remote or completely remote schedule may be considered. This temporary appointment will begin in late October 2025, on an exact date yet to be determined, and is anticipated to last for approximately twelve weeks.

*Please note, the four-year term law clerk limit **does not** apply to this temporary law clerk appointment.*

DUTIES AND RESPONSIBILITIES

The 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 conferences, mediations, and proceedings. Additional duties include interacting with chambers staff, court personnel, litigants, and the public, and providing trusted legal support to the Judge.

The selected candidate may perform other duties as assigned and must exhibit the highest standards of excellence and integrity, and display, always 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.

JUDICIARY BENEFITS

- Paid Holidays
- Fitness Center

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background check with law enforcement agencies including fingerprint and criminal records 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.

QUALIFICATIONS CONTINUED

Candidates also must possess:

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

PREFERRED QUALIFICATIONS

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

OTHER

Due to the high volume of applications anticipated, the Court will only contact those who will be considered for interviews.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Interviews may take place in-person or via Zoom.

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.