



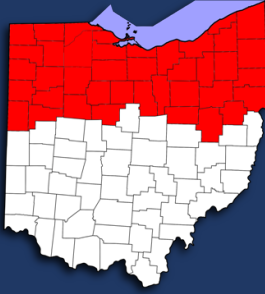
UNITED STATES DISTRICT COURT

Northern District of Ohio

Sara Lioi, Chief Judge | Christian M. Capece, 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 emailing **ONE PDF** document with the subject line "2026-27 Term Law Clerk Application" to Judge Sheperd's Chambers [HERE](#) containing the following:

- Cover letter
- Resume
- Copy of law school transcripts
- Three professional references with contact information
- A writing sample of no more than 10 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

TERM LAW CLERK TO U.S. MAGISTRATE JUDGE VACANCY #26-19

Duty Station: Cleveland, Ohio **Posted:** April 20, 2026
Status: Full-time Temporary
Classification: JSP 11 – JSP 13 **Salary Range:** \$77,977 - \$144,481

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.

Closing Date: *Open Until Filled. First consideration will be given to submissions received by May 29, 2026.*

POSITION OVERVIEW

The United States District Court for the Northern District of Ohio is accepting applications for the position of Term Law Clerk to U.S. Magistrate Judge Reuben J. Sheperd located in Cleveland, Ohio. The ideal start date for this law clerk appointment is on or around November 16, 2026. This position is anticipated to be either a one-year or two-year term with potential for extension at the discretion of the successful applicant and Judge Sheperd.

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 their individual docket 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 the ability to work well independently and as part of a team.

QUALIFICATIONS

(The first three 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. Candidates 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, collaborative, high-volume work environment.

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

JUDICIARY BENEFITS

- Paid Holidays (11)
- Pre-Tax Benefit Programs
- Health Insurance
- Vision Insurance
- Dental Insurance
- Group Life Insurance
- Commuter Benefits
- 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.

PREFERRED QUALIFICATIONS

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

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

- Membership in a Bar of a state, territory, or federal court of general jurisdiction.
- At least one year of legal work experience in a comparable position emphasizing legal writing and research.

OTHER

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.