



Vacancy Announcement United States District Court Western District of Missouri

Position: Law Clerk to District Judge
Position No: DLC-02-17
Location: **Kansas City, Missouri**

Salary Range: JSP 11-13 (\$60,487 - \$112,074)
(Grade is based on prior Elbow Law Clerk experience)

Announcement Date: February 9, 2017
Application Closing Date: March 3, 2017 by Noon CST

*This is a temporary position from beginning on or after April 3 through August 4, 2017.
The Court will consider candidates who wish to work full-time or part-time.*

Overview of Position

The judicial law clerk acts as an advisor, conducts research on issues of law in order to make recommendations to the District Judge, prepares memoranda and short orders, drafts opinions, verifies citations, completes reports for recommendations in pending cases, and jury instructions. There is daily interaction with the judge, other chamber's staff, and Clerk's Office employees concerning legal and court-related issues. A judicial law clerk communicates with counsel regarding case management and procedural requirements, attends trials and other court proceedings to assist the judge, maintains the chamber's library, and performs other administrative duties as assigned.

Qualifications

To qualify for the position, one must be a law school graduate at the time of appointment and must possess excellent research, writing, and communication skills, and knowledge of computer operations. The position requires someone who is punctual, detail oriented, and willing to accept responsibility, work independently, and establish and meet deadlines. Be of good character, maturity, and have a willingness to work long hours as may be required.

Benefits

Term Law Clerks of the United States Courts who are employed for a minimum of one year and one day are entitled to benefits including periodic salary increases, 10 paid holidays each calendar year, insurance plans (Health, Dental, Vision, Life, Long-Term Care, and Long-Term Disability), and Flexible Spending Accounts (Health-care and Dependent-Care reimbursement accounts). This position is subject to mandatory electronic direct deposit of salary payments.

Miscellaneous

The successful candidate will be hired provisionally, pending the results of a FBI Background Investigation. The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify the Human Resources Department. The decision on granting reasonable accommodation will be made on a case by case basis.

Applicants must be United States citizens or eligible to work in the U.S. The court is not authorized to reimburse travel expenses for personal interviews or relocation expenses. Only those candidates selected for an interview will be contacted. The court reserves the right to modify the conditions of

this job announcement withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.

Application Procedure

Qualified applicants must submit all the following:

- A cover letter;
- A resume;
- A list of three “professional” references;
- A legal writing sample; and
- A completed AO-78 Application for Judicial Branch Federal Employment form (<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>).

Materials should be received no later than Noon CST on the closing date. Submit to:

Kathy Popejoy
U.S. District Court
Charles Evans Whittaker Courthouse
400 East 9th Street, Room 1510
Kansas City, MO 64106
Email: kathy_popejoy@mow.uscourts.gov

Only qualified applicants who submit all of the items listed above will be considered for this position.