



## Vacancy Announcement United States District Court Western District of Missouri

**Position:** Career Law Clerk to Senior Judge  
**Location:** **Jefferson City, Missouri**  
**Job Available:** February 1, 2014  
**Salary Range:** JSP 12-14 (\$68,809 - \$125,695)  
**Opening Date:** September 6, 2013  
**Closing Date:** October 15, 2013 (or until filled)

### Overview of Position

This is a Career Law Clerk position without a maximum appointment time limit. The position will support the Senior judge located at the divisional office in Jefferson City, Missouri.

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. This position also requires the law clerk to perform administrative duties, including, but not limited to, office management, preparation of financial reports, travel planning, benefit enrollment, records retention, and some supervision and training of term law clerks.

### Qualifications

To qualify for the Career Law Clerk position, one must be a law school graduate at the time of appointment, must have passed and been admitted to the Bar (in any state), must have a minimum of two years legal work experience post law school graduation, 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.

### Federal Benefits Available

Career Law Clerks of the United States Courts are entitled to the following benefits:

10 Paid Holidays each calendar year

Annual and Sick Leave

- 13 days of paid annual leave (for up to three years of federal service)
- 20 days of paid annual leave (from 3-14 years of federal service)
- 26 days of paid annual leave (15 or more years of federal service)
- 13 days of paid sick leave (unlimited accumulation)

Insurance plans: Health, Dental, Vision, Life, Long-Term Care, and Long-Term Disability  
Flexible Spending Accounts (Health-care and Dependent-Care reimbursement accounts)

Retirement System

Thrift Savings Plan participation (with up to 5% employer matching contributions)

## Conditions of Employment

Applicants who are non-United States citizens must meet the judiciary requirements for federal employment. Only qualified applicants will be considered for this position. As a condition of employment, the selected candidate must undergo an FBI background investigation. Employment will be considered provisional until the FBI background check is completed. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay.

Additionally, career law clerks must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judicial Policies and Procedures*, and are bound by the ethical standards established by the judge and the Code of Conduct for Judicial Employees.

## Application Procedure

Qualified applicants **must submit each of the following to be considered** for an interview: a detailed cover letter, current resume, writing sample, a completed application for judicial branch employment – form AO78 (available at <http://www.uscourts.gov/forms/AO078.pdf>), and three professional reference letters to:

Kathy Popejoy  
Human Resources  
U.S. District Court - Western Missouri  
Charles Evans Whittaker Courthouse  
400 East 9<sup>th</sup> Street, Room 1510  
Kansas City, MO, 64106  
or via email to: [kathy\\_popejoy@mow.uscourts.gov](mailto:kathy_popejoy@mow.uscourts.gov)