



Vacancy Announcement United States District Court Western District of Missouri

Position: Term Law Clerk to Senior Judge
Position Number: TLC-04-2014
Location: **Jefferson City, Missouri**
Job Available: August 17, 2015
Salary Range: JSP 11-13 (\$57,982 - \$107,434)
Opening Date: April 16, 2014
Closing Date: May 5, 2014 at Noon

Overview of Position

This will be a one year clerkship, renewable for up to two years. The position will support the Senior Judge located at the divisional office in Jefferson City, Missouri. The salary grade/range stated above is based on prior Federal Elbow Law Clerk experience. If clerking immediately following law school graduation, the starting salary will be \$57,982.

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. Law review or other journal experience preferred.

The position requires someone who is punctual, detail oriented, and willing to accept responsibility, work independently, and establish and meet deadlines. Good judgment with a good sense of what it means to perform legal analysis. Be of good character, maturity, have excellent time management skills, and a willingness to work long hours as may be required by the demands of the court's docket.

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, 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.

Benefits

Term Law Clerks of the United States Courts 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.

Application Procedure

Qualified applicants **must** submit each of the following to be considered for an interview: a detailed cover letter, resume, one writing sample, law school transcript, two letters of recommendation, and a completed application for judicial branch employment – form AO78 (available at http://www.mow.uscourts.gov/court/employment/AO_78.pdf), to:

Kathy Popejoy
Human Resources
U.S. District Court - Western Missouri
Charles Evans Whittaker Courthouse
400 East 9th Street, Room 1510
Kansas City, MO, 64106
or via email to: kathy_popejoy@mow.uscourts.gov