



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

**Position:** Term Law Clerk to District Judge  
**Location:** **Springfield, Missouri**  
**Salary Range:** JSP 11-14 (\$57,408 - \$125,695)  
**Opening Date:** November 20, 2013  
**Closing Date:** **December 20, 2013 at Noon**

**Position is contingent upon final appointment of U.S. District Judge.**

### 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.

### 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.

### 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 contact information for three **professional** references to:

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