



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

**Position:** Term Law Clerk to U.S. Magistrate Judge  
**Position No:** TLC-03-17  
**Location:** **Springfield**, Missouri

**Salary Range:** JSP 11-13 (\$60,210 - \$111,560)  
(Grade is based on experience)

**Opening Date:** March 22, 2017  
**Closing Date:** Open until filled, with priority consideration given for applications received on/before April 14, 2017

### Overview of Position

The judicial law clerk acts as a legal advisor, conducts research on issues of law in order to make recommendations to the Honorable David P. Rush, U.S. Magistrate Judge, prepares memoranda and 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, and performs other administrative duties as assigned. **This position is located at the federal courthouse in Springfield, Missouri.**

### Qualifications

To qualify for the position, one must have the following minimum requirements:

- (1) Law school graduate;
- (2) Possess at least 2 years of prior clerking experience or 3 years of litigation experience;
- (3) Excellent research, writing, proofreading, communication skills, and knowledge of computer operations;
- (4) Exceptional organizational skills, ability to multitask, punctual, detail oriented, and willing to accept responsibility, work independently, and establish and meet deadlines; and
- (5) Good character, maturity, and have a willingness to work long hours as may be required.

Individuals who have federal clerking or practice experience are preferred.

### Conditions of Employment

Selectee will be subject to an FBI background check. Employment will be considered provisional until the FBI background check is completed.

Selectee must be a United States citizen or meet appropriations act citizenship requirements for federal employment (For non-U.S. citizens, please see:

[https://help.usajobs.gov/index.php/Employment\\_of\\_Non-citizens](https://help.usajobs.gov/index.php/Employment_of_Non-citizens))

Court employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judicial Policy*, and are bound by the ethical standards established by the chief judge and the Code of Conduct for Judicial Employees. The United States District and Bankruptcy Courts are part of the federal judiciary.

## Benefits

The following benefits are available for this position:

- 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)

## Application Procedures

Qualified applicants must submit all the following to be considered:

- 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>).

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## Miscellaneous Information

Only qualified applicants who submit all the required items listed above will be considered for this position. Only those candidates selected for an interview will be contacted. The court is not authorized to reimburse expenses to travel for interviews or for relocation. The court reserves the right to modify the conditions of this vacancy announcement. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.