



Vacancy Announcement United States District Court Western District of Missouri

Position	Term Law Clerk to U.S. Magistrate Judge
Position Number	MTLC-230531
Duration	One year beginning August 2024 (With the possibility of extending to two years)
Location	Kansas City, Missouri
Salary	JSP 11-13 (\$70,103 - \$129,889) (Grade based on education and prior federal judiciary law clerk experience)
Opening Date	June 2, 2023
Application Closing Date	Open Until Filled (Priority consideration given to applications received by July 5, 2023, by 5PM CST)

Court Overview

The Western District of Missouri has approximately 285 employees (judges and staff) and is a fully consolidated court which includes the District and Bankruptcy Courts and Probation and Pretrial Services Office. The Western District is divided into five divisions: Western (Kansas City), Central (Jefferson City), Southern (Springfield), Southwestern (Joplin), and the St. Joseph division. The primary office is in Kansas City with two divisional offices located in Jefferson City and Springfield.

Available Position

The Court is currently seeking a Term Law Clerk for the Honorable Jill Morris, U.S. Magistrate Judge. The person holding this position will maintain an office in Kansas City, Missouri. Term Law Clerks may serve for up to a four-year term subject to eligibility and at the discretion of the judge. All applicants should visit www.mow.uscourts.gov for general information about the Court.

Position Description

The judicial law clerk acts as a legal advisor, conducts research on issues of law to make recommendations to the judge, prepares memoranda and orders, drafts opinions, verifies citations, completes reports and recommendations in pending cases and drafts 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.

Qualifications

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

- (1) Law school graduate;
- (2) Excellent research, writing, proofreading and communication skills, and knowledge of computer operations;
- (3) Exceptional organizational skills; ability to multitask, be punctual, and detail oriented; and willing to accept responsibility, work independently, and establish and meet deadlines; and

(4) Good character, maturity, and have a willingness to work long hours as required.

Prior clerking experience or 2-3 years of litigation experience preferred.

Conditions of Employment

Applicants who are non-United States citizens must meet the judiciary requirements for federal employment (non-U.S. citizens refer to: (https://help.usajobs.gov/index.php/Employment_of_Non-citizens)). 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, employees 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. Successful employment with the U.S. Courts is based on acceptable performance and is an at-will employment opportunity.

Benefits

The following benefits are available to Term Law Clerks:

- 11 Paid Holidays each calendar year
- Insurance plans: Health, Dental, Vision, Life, Long-Term Care, and Long-Term Disability

Application Procedure

Qualified applicants **must submit each of the following to be considered** for an interview:

- A detailed cover letter;
- A detailed resume;
- Unofficial law school transcript;
- Two letters of reference;
- Contact information for three additional professional references;
- A legal writing sample unedited by anyone else; and
- A completed application for Judicial Branch Federal Employment – form AO78

Link to form: <http://www.uscourts.gov/forms/AO078.pdf>

Submit application materials to Kathy Popejoy in HR via email: kathy_popejoy@mow.uscourts.gov

Miscellaneous Information

Only qualified applicants who submit all the required documents listed above will be considered for this position. Only those candidates selected for an interview will be contacted. If you are not notified, another applicant was selected for the position. The court is not authorized to reimburse expenses to travel for interviews or for relocation. The Western District of Missouri is an equal opportunity employer and values diversity in the workplace.

The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify Kathy Popejoy in the Human Resources Department. The decision on granting reasonable accommodation will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.