



Vacancy Announcement United States District Court Western District of Missouri

Position	Temporary Law Clerk to District Judge
Duration of Appointment	September 3, 2019 through January 17, 2020
Position Number	TPLC-10-19
Location	Kansas City, Missouri
Salary	JSP 11-13 (\$62,737 - \$116,240) (Grade based on education and prior federal judiciary law clerk experience)
Opening Date	June 26, 2019
Application Closing Date	Open until filled.

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, reviews reports for recommendations in pending cases, and completes 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, 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 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. The applicant must be of good character, maturity, and have a willingness to work long hours as may be required. Prior federal clerkship experience is preferred but not required.

Benefits

Temporary Law Clerks of the United States Courts are eligible for paid federal holidays and participation in health insurance. This position is subject to mandatory electronic direct deposit of salary payments.

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)

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.

Application Procedure

Qualified applicants must submit all the following:

- A cover letter;
- A detailed resume;
- Three letters of reference;
- A legal writing sample unedited by anyone else; and
- A completed AO-78 Application for Judicial Branch Federal Employment form
Link to AO78 form: <http://www.uscourts.gov/forms/AO078.pdf>

Kathy Popejoy
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

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 work place.

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.