



Vacancy Announcement United States District Court Western District of Missouri

Position	Temporary Law Clerk to District Judge
Duration of Appointment	October 2024 – July 2025
Position Number	TPLC-8-24
Location	Kansas City, Missouri
Salary	JSP 11-13 (\$73,690 - \$136,541) (Starting salary based on education, bar admission, legal work experience, and/or prior federal judiciary law clerk experience)
Opening Date	August 9, 2024
Application Closing Date	September 13, 2024

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 Temporary Law Clerk for a period of nine months for a U.S. District Judge. The person holding this position will maintain an office in Kansas City, Missouri. All applicants should visit www.mow.uscourts.gov for general information about the Court.

Overview of Position

The judicial law clerk acts as an advisor, conducts research on issues of law in order to make recommendations to the 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.

Benefits

Temporary Law Clerks of the United States Courts are eligible for

- paid federal holidays (11 per calendar year); and
- health benefits under the [Federal Employees Health Benefits Program](#)

NOTE: This position is subject to mandatory electronic direct deposit of salary payments.

Conditions of Employment

- Applicants who are non-United States citizens must meet the [Citizenship Requirements for Employment in the Judiciary](#). Only qualified applicants will be considered for this position. All application information is subject to verification.
- As a condition of employment, the selectee must undergo an FBI background check. Employment will be considered provisional until the FBI background check is completed.
- 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 of the court and the [Code of Conduct for Judicial Employees](#). The United States District and Bankruptcy Courts are part of the federal judiciary.
- Although positions in the federal judiciary are comparable to civil service in salary, leave accrual and benefits, this position is an Excepted Appointment and considered an “at-will” employment opportunity serving at the pleasure of the court and, as a rule, can be terminated by the court with or without cause. Successful employment with the U.S. Courts is based on acceptable performance.

Application Procedure

Qualified applicants **must** submit one PDF file containing **all** the following to be considered:

- A cover letter;
- A detailed resume;
- Contact information for three **professional** references;
- A legal writing sample; and
- A completed application for Judicial Branch Federal Employment (Form AO78) with exact dates of employment and salary history.

Link to Form AO78: <http://www.uscourts.gov/forms/AO078.pdf>

Submit application packet to: Kathy Popejoy, Human Resources at 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. 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 without prior notice. The Western District of Missouri is an equal opportunity employer and values diversity in the workplace.