



Vacancy Announcement United States District Court Western District of Missouri

Position	Term Law Clerk to Senior District Judge
Position Number	LCJC-031521
Duration of Clerkship	August 19, 2021 to August 19, 2022
Location	Jefferson City, Missouri
Salary	JSP 11-13 (\$64,649 - \$119,787) (Grade based on education and prior federal judiciary law clerk experience)
Opening Date	March 15, 2021
Application Closing Date	May 15, 2021 by 5:00 p.m. CST
Interview Method	In Person, Video Conference

Court Overview

The Western District of Missouri has approximately 280 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.

Overview of Position

The Court is currently seeking a Term Law Clerk for the Hon. Nanette Laughrey, Senior District Judge. The person holding this position will maintain an office in Jefferson City, Missouri. Both recent law school graduates and those with legal work experience are encouraged to apply, but special consideration will be given to those with prior legal work experience. Applications from those seeking both full-time and part-time work will be considered. Applications will be considered on a rolling basis. All applicants should visit www.mow.uscourts.gov for general information about the Court.

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

Qualifications

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

- Be a law school graduate (with law review preferred).
- Be self-motivated, intellectually curious, and open-minded.
- Excellent skills in writing, research, analysis, and proofreading.
- Mature judgment, a strong work ethic, and good sense of humor.

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 both Term and Career Law Clerks:

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

Application Procedure

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

- A detailed cover letter
- A detailed resume
- 2.5 years of law school transcripts
- Two letters of reference
- One 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.