UNITED STATES DISTRICT COURT
Western District of Kentucky
Announcement Number FY 17-01

POSITION: **Term Law Clerk**

LOCATION: **Paducah, Kentucky**

STARTING SALARY: **JSP 11 ($59,246)**
Promotion potential up to JSP 13

OPEN DATE: **October 28, 2016**
CLOSE DATE: **November 11, 2016**

Position Summary

The United States District Court for the Western District of Kentucky is seeking a term judicial law clerk to United States Magistrate Judge Lanny King. This law clerk position is for a one year term beginning approximately December 5, 2016. A law clerk provides legal support to the judge by conducting legal research and preparing legal documents, such as orders, memoranda, and draft opinions, on both civil and criminal cases. This position will also perform administrative duties for Judge King.

Summary of Representative Duties and Responsibilities

Reviews legal submissions, performs legal research, and drafts legal documents addressing a wide assortment of issues arising in mostly civil and some criminal litigation. Performs case management through the Case Management/Electronic Case Filing (CM/ECF) system. Performs administrative office functions such as editing, proofreading, written correspondence, answering chambers' direct line, scheduling appointments, and maintaining the judge's calendar.

Qualifications

To qualify for the position of law clerk on the personal staff of a federal judge, applicant must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing and have one or more of the following attributes:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies which, in the opinion of the judge, is the equivalent of one of the above.

Additional Preferences

Familiarity with the federal judicial system's electronic case filing system. Bar in any state. Practice experience in civil discovery. Law journal and/or moot court experience. Prior experience in legal office or courthouse environment. Exceptional legal research skills, including proficiency with electronic research. Exceptional legal writing skills. Exceptional ability to communicate, articulate, and relate to coworkers and others with professionalism and integrity. Self-motivated, able to manage multiple tasks and meet competing deadlines.

Benefits

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause. Benefits include: Participation in the Federal Employee's Health Benefits Program, group life insurance program, group long-term disability insurance program, and pre-tax flexible spending account plan for dependent care expenses and medical/dental expenses not covered by health insurance, a minimum of ten (10) paid holidays per year, and prescribed salary progression based on acceptable performance.

Information for Applicants

- This position is full-time.
- Applicant must be a U.S. Citizen or eligible to work in the United States.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- As a condition of employment, an FBI Background Check or Investigation is required.
- We will not pay relocation or interview travel expenses.
- Only the most qualified applicants will be interviewed.
- Due to the volume of applications, chambers will only communicate with those applicants selected for an interview.

How to Apply

Submit cover letter and resume via e-mail, in PDF format only, to:

Judge_King_Chambers@kywd.uscourts.gov

No other form of application will be accepted. A writing sample may be requested.

For additional information on the United States District Court, visit our web site at www.kywd.uscourts.gov

AN EQUAL OPPORTUNITY EMPLOYER