

UNITED STATES DISTRICT COURT
Western District of Kentucky
Announcement Number: FY12-06



POSITION: Law Clerk, Term (available August 2012)

LOCATION: Bowling Green, Kentucky

SALARY: JSP 11 (\$57,408) to JSP 13 (\$81,823), depending upon qualifications

DATE POSTED: June 18, 2012

CLOSING DATE: June 25, 2012

[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 H. Brent Brennenstuhl. Magistrate Judges are appointed to terms of eight years. Magistrate Judge Brennenstuhl was appointed May 11, 2012. This law clerk position is for a two year term and available approximately August 6, 2012. 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.

[Summary of Representative Duties and Responsibilities](#)

Reviews legal submissions, performs legal research, and drafts legal documents addressing a wide assortment of issues arising in civil and criminal litigation. Performs case management through the Case Management/Electronic Case Filing (CM/ECF) system. Performs administrative office functions such as editing, proofreading, telephone communications, written correspondence, and scheduling.

[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. 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. Optional federal benefits for term law clerks include health insurance, life insurance, disability insurance, dental/vision insurance, and long-term care insurance.

Information for applicants

- This position is regular and 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.

How to Apply

Submit cover letter, resume and writing sample to:

Attn: Kelly Lovell
Job Announcement FY12-06
U. S. District Court
241 East Main Street, Room 120
Bowling Green, KY 42101

No e-mail or fax applications accepted.

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

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