

UNITED STATES DISTRICT COURT
Western District of Kentucky
Announcement Number FY14-04



POSITION: **Judicial Law Clerk (more than one position to be filled)**

LOCATION: **Louisville, Kentucky**

STARTING SALARY: **JSP 11 (\$57,982) to JSP 14 (\$126,949),
depending upon qualifications****

OPEN DATE: **October 27, 2014**

CLOSE DATE: **November 7, 2014**
(All applications must be received by 5:00 pm eastern time.
No late applications will be considered)

** Position is promotion eligible without further competition

Position Summary

The United States District Court for the Western District of Kentucky is seeking judicial law clerks for prospective United States Magistrate Judge Colin H. Lindsay. One career position and one term position will be filled from this announcement. The term law clerk position is for the period beginning January 5, 2015 and ending August 31, 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. These positions may also perform administrative duties for the Magistrate Judge.

Summary of Representative Duties and Responsibilities

Reviews legal submission, performs legal research, and drafts legal documents addressing a wide assortment of issues arising in civil and criminal litigation. May perform case management through the Case Management/Electronic Case Filing (CM/ECF) system. May perform administrative office functions such as editing, proofreading, telephone communications, written correspondence, and scheduling. A law clerk works cooperatively with other members of the judge's staff to effectively support the judge in fulfilling his judicial responsibilities.

Qualifications

Applicants must be law school graduates (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.

To qualify for grade 12, one year of legal work experience following law school graduation is required. To qualify for grade 13, two years of legal work experience following law school graduation is required. To qualify for grade 14, three years of legal work experience following law school graduation is required, and two of the three required years must have been served as a law clerk in the federal judiciary. With the exception of grade 11, a bar membership also is required.

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. Optional federal benefits include group health and life insurance, disability and long-term care insurance, and dental and vision insurance. Career law clerks may also participate in the retirement plan and tax-deferred savings plan.

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.

How to Apply

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

Sheree.anderson@dinsmore.com

Please indicate in cover letter whether interested in the career position, term position or either.

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

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

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