

UNITED STATES DISTRICT COURT
Western District of Kentucky
Announcement Number FY15-05



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

LOCATION: **Bowling Green, Kentucky**

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

CLOSE DATE: **December 15, 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 District Judge Greg N. Stivers. One career position and two term positions will be filled from this announcement, all tentatively scheduled to begin on or about January 5, 2015. One term law clerk position will conclude on August 31, 2016. The second term position will conclude on August 31, 2017. 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. A law clerk may also perform administrative duties for the District Judge.

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. 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 JSP grade 12, one year of legal work experience following law school graduation is required. To qualify for JSP grade 13, two years of legal work experience following law school graduation is required. To qualify for JSP 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 JSP grade 11, a bar membership also is required.

Additional Preferences

Bar in any state. Practice experience in civil discovery. Law journal experience. 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

- Law clerk positions are 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.
- The Court will not pay relocation or interview travel expenses.
- Only the most qualified applicants will be interviewed.

How to Apply

Qualified applicants should submit cover letter, resume, and list of references via the OSCAR system at <http://oscar.uscourts.gov>. Paper submissions may be mailed to:

U.S. District Court
241 E. Main Street
Bowling Green, KY 42101

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

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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