

**UNITED STATES DISTRICT COURT  
Western District of Kentucky  
Announcement Number 21-02**



**POSITION:** Term Law Clerk

**LOCATION:** Paducah, Kentucky

**STARTING SALARY:** JSP 11 (\$64,009) to JSP 13 (\$91,231)  
depending on qualifications

**CLOSING DATE:** Friday, December 4, 2020

**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 January 4, 2021. A law clerk provides legal support to the judge by conducting legal research and preparing legal documents such as orders, memorandum, 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, the 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:

- A minimum of 10 paid holidays per year
- Optional Federal Employee Health Benefits
- Optional Dental and Vision Benefits
- Optional Federal Employees Group Life Insurance
- Optional Flexible Spending Accounts (pre-tax accounts for health and dependent care)
- Optional Long-term Care Insurance
- Credit for prior federal government service
- 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, resume, and at least three professional references, via e-mail to:

[Judge\\_King\\_Chambers@kywd.uscourts.gov](mailto:Judge_King_Chambers@kywd.uscourts.gov)

Documents must be submitted in PDF format. 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](http://www.kywd.uscourts.gov)

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