

UNITED STATES DISTRICT COURT
Western District of Kentucky
Announcement Number FY 22-02



POSITION: Term Law Clerk

LOCATION: Paducah, Kentucky

STARTING SALARY: JSP 11 (\$64,649)
Promotion potential up to JSP 13 (\$92,143)

CLOSING DATE: November 19, 2021

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 1, 2022. 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, 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

Benefits include:

- A minimum of 10 Paid Holidays per year
- Optional Federal Employees' Health, Dental, Vision, and Life Insurance Programs
- Optional Long-Term Care Insurance
- Optional Flexible Spending, Health Savings, and other Pre-tax Accounts for Health Care, Child Care, Vision and Dental Care, and Commuter and Parking expenses
- Credit for prior federal government service
- Prescribed salary progression based on acceptable performance

Information for Applicants

- Employees of the U. S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees.
- Applicant must be a U. S. Citizen or eligible to work in the United States.
- As a condition of employment, an FBI Background Investigation is required.
- This position is regular and full-time.
- Electronic Funds Transfer (EFT) for payroll deposit is required.
- Occasional travel within the district may be required.
- Only the most qualified applicants will be interviewed.
- We will not pay relocation or interview travel expenses.
- 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

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

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