

UNITED STATES DISTRICT COURT
Western District of Kentucky
Announcement Number 22-09



POSITION: Career Law Clerk

LOCATION: Louisville, Kentucky

STARTING SALARY: JSP 12 - 14 (\$79,363 - \$144,976 annually, full-time, depending on experience, qualifications and bar membership)

CLOSING DATE: December 31, 2022 or until position is filled

Position Summary

The United States District Court for the Western District of Kentucky is seeking a career judicial law clerk to United States Senior District Judge Charles R. Simpson III to begin service in August of 2023. A career law clerk conducts extensive research and writing on a wide range of issues that arise in federal litigation and assists their appointing judge with managing their chambers and caseload. The career designation indicates an open term of appointment. Work will be performed in the Louisville courthouse with limited availability of telework subject to Judge Simpson's approval. The career clerk is qualified to participate in the court's retirement programs.

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. Handles administrative matters including maintaining chambers calendars, preparing required reports, handling mail and answering the chambers direct telephone line. Performs case management through the NextGen Electronic Case Filing system. Serves as mentor and supervisor to term law clerks, including--with the Judge--guidance on case analysis, legal research and writing.

Qualifications

Candidate must be a law school graduate with excellent academic record and excellent research and writing skills. Candidate must also possess one or more years of post-graduate legal work experience. At least one year of experience must be as a federal court law clerk. Membership in a bar of a state, territorial or federal court of general jurisdiction is also required. A competitive candidate will have experience with Microsoft Word, Excel, Westlaw, Lexis, NextGen and related software and have proven organizational and managerial skills in a position demonstrating progressive responsibility, the ability to work independently and meet deadlines, and a commitment to a collaborative work environment.

Benefits

Benefits include:

- Annual and Sick Leave Accrual and 11 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, Parking Reimbursement
- Credit for prior federal government service
- Prescribed salary progression based on acceptable performance

Disclosures

- 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.
- Candidate 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 candidates selected for an interview.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

How to Apply Applications should be mailed to chambers; do not submit materials through OSCAR. **Only complete application packets will be considered.**

Application packets should contain the following:

1. A letter of interest which highlights your pertinent legal and other experience and how it enabled your career and/or personal growth. Please explain why you seek a position as a career law clerk and why you think you would be a good fit for Judge Simpson's chambers.
2. A current resume and law school transcript.
3. A minimum of three professional references. Candidates should also include contact information for all judges for whom the candidate has clerked.
4. 2 writing samples that are five to ten pages in length each. The submissions should be the candidate's original work, only lightly edited other than by the author.

Mail application packets to: The Honorable Charles R. Simpson III
United States District Court for the Western District of Kentucky
247 Gene Snyder U.S. Courthouse
601 W. Broadway
Louisville, KY 40202

The United States District Court is an equal opportunity employer and values diversity in the workplace.