



UNITED STATES DISTRICT COURT – SOUTHERN DISTRICT OF IOWA

POSITION: Career Law Clerk to US Magistrate Judge Stephen H. Locher
(pending appointment)

LOCATION: Des Moines, IA

OPENING DATE: February 17, 2021

CLOSING DATE: Open until filled, applications received by March 1 will receive priority consideration.

ANTICIPATED START DATE: June 2021

CLASSIFICATION LEVEL/SALARY RANGE: JSP 11-14 (\$64,649 - \$141,548, depending on qualifications)

POSITION SUMMARY

The United States District Court for the Southern District of Iowa is seeking a career law clerk to United States Magistrate Judge. Incumbent reports directly to the judge and is primarily responsible for conducting legal research, advising the judge on legal matters, preparing legal documents such as orders, memoranda, jury instructions, and draft opinions and verifying citations. The incumbent provides administrative support to the Judge.

DUTIES AND RESPONSIBILITIES

Provides information, guidance, and advice to the judge in connection with pending civil and criminal litigation and manages special projects and other administrative duties for the judge as needed.

Maintains and coordinates the judge's calendar and schedule. Makes travel arrangements and prepares expense reports.

Receives, screens, and refers telephone and in-person callers; screens incoming and outgoing mail, electronic or paper, and routes to appropriate destination.

Drafts orders and memorandum opinions in civil and criminal cases for the judge's review.

Reviews complaints, petitions, motions, and pleadings that have been filed to determine issues involved and basis for relief.

Performs research on legal issues in diverse areas of federal criminal law and civil litigation.

Maintains liaison between the Court and litigants; corresponds with other court officials and personnel.

Performs case management, including tracking of case status, assignments, continued record retention and follow-up of pending cases. Organizes and maintains the filing system.

Reviews docket of pending litigation to assure proper progress. Keeps Court advised of those cases where action by the Court is appropriate.

Trains and assists term law clerk.

Performs other duties as assigned.

QUALIFICATIONS

Exceptional legal research skills, proficient with Westlaw and Lexis. Exceptional legal writing skills, proficient with Word and Adobe. Familiarity with CM/ECF. Exceptional ability to communicate, articulate, and relate to coworkers and others with professionalism and integrity. Self motivated, able to manage multiple tasks and competing deadlines. Flexibility and patience a must.

For appointment at a JSP 11, an 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.

Appointments to JSP Grades 12, 13, or 14, an applicant must also be a member of the Bar of a state, territorial, or federal court of general jurisdiction and must possess the following year(s) of full-time legal work experience after graduation from law school:

- JSP 12 – one year of legal work experience
- JSP 13 – two years of legal work experience
- JSP 14 – three years of legal work experience (two of the three required years of legal work experience must have been served in the federal judiciary as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk)

BENEFITS

Benefits include ten paid holidays, paid vacation and sick leave (if covered under leave act), and participation in the Federal Employees Retirement System. Optional participation in Federal

Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and Thrift Savings Plan is also available.

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court are at will and can be terminated with or without cause at any time.

MISCELLANEOUS

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U.S. District Court for the Southern District of Iowa provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. District Court for the Southern District of Iowa 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.

The U.S. District Court for the Southern District of Iowa does not reimburse for expenses associated with interviews or relocations.

APPLICATION INFORMATION

Candidates must submit: (1) a cover letter, (2) a resume, (3) writing sample, (4) law school transcript, (5) a list of references with contact information, and (6) 2 letters of recommendation. Applications submitted without all items will not be considered. Only applicants selected for an interview will be notified.

Applications materials should be marked "confidential" and mailed or e-mailed to:

Mindi Decker, Human Resources/Training Manager
U.S. District Court, Southern District of Iowa
P.O. Box 9344
Des Moines, IA 50306-9344
E-mail: mindidecker@iasd.uscourts.gov

The United States District Court is an Equal Opportunity Employer.