■ C A R E E R O P P O R T U N I T Y ■

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN

Announcement:	**#22-08**
Title:	**Term Law Clerk**
Position Type:	**Full-Time (Not to exceed one year and a day)**
Location:	**Grand Rapids, Michigan**
Closing Date:	**Open until filled (***Priority consideration given to those who apply by September 30, 2022***)**
Salary Range:	**JSP 11 - 13 ($66,214 - $122,683)*** **The number of years of legal work experience possessed, as well as bar membership, impacts salary.*

A great career opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a Term Law Clerk to Senior United States District Judge Janet T. Neff. Position available October 2022.

POSITION OVERVIEW

The person hired for this position will perform research and writing tasks as assigned by the judge on pending cases of all types. Substantive work will include review and analysis of pending motions; preparation of draft documents for judge's review, editing and approval; research to assist in preparing opinions; and assisting with other duties as assigned.

EDUCATION & QUALIFICATIONS

To qualify for the position of law clerk on the personal staff of a federal judge, a person 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 demonstrated one of the following accomplishments or proficiencies:

(a) 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;

(b) Experience on the editorial board of a law review of such a school;

(c) Graduation from such a school with an LLM degree; or

(d) Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above. Some examples of criteria that are considered to be acceptable as equivalent include, but are not limited to:

(1) Publication of a noteworthy article in a law school student publication or other scholarly publication;
(2) Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
(3) Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
(4) Participation in the legal aid or other law school clinical program sanctioned by the law school;* or
(5) Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school (i.e., working one's way through college).*

(*To receive credit, participation and experience could not have been for academic credit.)

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes

Candidates must be able to analyze complex legal issues and comprehend a wide range of legal concepts, principles, and practices, as well as be able to write and perform legal research accurately and expeditiously. The successful candidate will be detail-oriented, possess excellent interpersonal skills, strong organizational skills, a positive attitude, the ability to communicate complex issues in simple terms with a professional demeanor, and the ability to manage priorities with limited supervision.

BENEFITS

Term employees have access to a great benefits package which includes health, life, dental & vision insurance, long-term care insurance, flexible spending program, 11 paid holidays per year, and possible leave accrual. Additional information about federal judiciary employee benefits and compensation can be found at http://www.uscourts.gov/Careers.aspx.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States. (See Citizenship Requirements for Employment in the Judiciary for additional information.) Judiciary employees serve under "excepted service" appointments and are not covered by federal civil service classifications or regulations. Judiciary employees are considered "at will" and employment can be terminated at any time. This position is subject to mandatory electronic funds transfer (direct deposit) of payment of federal wages. Appointment is provisional and contingent upon successful completion of an FBI background investigation. The U.S. Courts require employees to adhere to the Code of Conduct for Judicial Employees.

HOW TO APPLY

For consideration, qualified applicants must provide the following:

- a letter of interest;
- a detailed resume;
- law school transcripts;
- writing sample, and
- references

Incomplete applications will not be considered. All required documents must be submitted **as a single pdf document** by email to human_resources@miwd.uscourts.gov or through OSCAR (Online System for Clerkship Application and Review) https://oscar.uscourts.gov/. Position open until filled. Priority consideration given to those who apply by **September 30, 2022**. **No phone calls please.**

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, if a closing date is provided, any of which may occur without prior written notice or other notice. Reimbursement of travel and/or relocation expenses is not authorized. All information provided by applicant is subject to verification. False statements or omissions of information on any application materials or inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

THE U.S. DISTRICT COURT FOR THE WESTERN DISTRICT OF MICHIGAN
IS AN EQUAL OPPORTUNITY EMPLOYER