UNITED STATES DISTRICT COURT
DISTRICT OF KANSAS
TENTH CIRCUIT

POSITION VACANCY ANNOUNCEMENT

POSITION: Term Law Clerk to a Senior U.S. District Judge

TERM DATES: May 1, 2014 – May 1, 2015

LOCATION: Kansas City, Kansas

STARTING SALARY RANGE: JSP 11/1 to 12/1 ($57,982 - $69,497) depending on qualifications. Lateral placement above step 1 for transfers from within the judiciary or other federal agencies requires Judicial Council approval and is subject to the availability of funds.

ISSUE DATE: April 18, 2014 **CLOSING DATE:** open until filled

BENEFITS: Option to participate in Federal Employees Health Insurance Program, Group Life Insurance Program, Long Term Care Insurance and Flexible Spending Accounts

POSITION OVERVIEW

The duties of the law clerk include extensive legal research and writing, drafting of orders and opinions on a variety of motions in both criminal and civil cases, assisting the judge during courtroom proceedings, and case management responsibilities.

QUALIFICATIONS

- Be a graduate of an ABA accredited law school with strong academic credentials (top quarter)
- Be a member of the bar of any state (applicants who intend to sit for the bar exam will be considered)
- Law Review or other noteworthy journal experience preferred
- Possess superior research and writing skills
- Exhibit strong analytical ability
- Demonstrate excellent verbal, written, and interpersonal communication skills
- Show good judgment, initiative, and the ability to work independently and to prioritize and manage multiple tasks
- Preference will be given to candidates who have ties to the State of Kansas (please note this in the cover letter if not evident from resume)

PAY SETTING

The table below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable Judiciary Salary Plan (JSP) grade levels. Please note that appointment to JSP-12 requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction.

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

APPLICATION PROCEDURE

Applicants should forward a cover letter and resume with GPA, class standing and writing sample by e-mail to:

ksd_recruitment@ksd.uscourts.gov

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). This position is subject to a criminal background check as well as a financial credit check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

For more information on the District of Kansas, please visit our website at www.ksd.uscourts.gov.