

UNITED STATES DISTRICT COURT
DISTRICT OF KANSAS
TENTH CIRCUIT

POSITION VACANCY ANNOUNCEMENT

POSITION: Term Law Clerk to a U.S. Magistrate Judge

TERM DATES: 3/31/2013 - 03/31/2014 (a year and a day)

LOCATION: Kansas City, Kansas

STARTING SALARY RANGE: JSP 11/1 to 13/1 (\$57,408 - \$81,823)
Starting salary varies according to Federal guidelines. Starting salary of up to 13/10 (\$106,369) based on prior federal experience is possible.

ISSUE DATE: 2/19/2013 **CLOSING DATE:** 3/15/2013

BENEFITS: Option to participate in Federal Employees Health Insurance Program, Group Life Insurance Program, Long Term Care Insurance and Flexible Spending Accounts as well as other ancillary benefit programs. Paid federal holidays. Onsite fitness center. Paid parking.

POSITION OVERVIEW

The duties assigned to the law clerk include conducting legal research, drafting orders and opinions on a variety of discovery and litigation motions, proofreading and verifying citations, communicating with counsel regarding case management and procedural requirements, and assisting the judge during courtroom proceedings.

QUALIFICATIONS

- Be a graduate of an ABA accredited law school with strong academic credentials (top quarter)
- Be a member of the bar (applicants who intend to sit for the bar exam will be considered)
- Law Review or other noteworthy journal experience preferred
- Prior civil and/or criminal litigation 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
- Possess superior proofreading, source and cite-checking skills
- Be able to work cooperatively and harmoniously with chambers staff and court

- personnel
Exhibit professionalism in interacting with counsel, litigants, and the public

APPLICATION PROCEDURE

Applicants should forward a cover letter, resume, with G.P.A. and class standing, law school transcript, three references, and a short writing sample to:

U.S. District Court, District of Kansas
Attn. Honorable David J. Waxse
500 State Avenue
Kansas City, KS 66101
KSD_Waxse_Chambers@ksd.uscourts.gov

Interviews will be conducted March 11, 2013 through March 21, 2013. The anticipated date of hire is March 31, 2013.

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 in the United States.

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.