

Notice of Vacancy Announcement



Honorable Teresa J. James
U.S. Magistrate Judge

Kansas City Division
500 State Ave.
Kansas City, KS 66101

UNITED STATES District Court District of Kansas

Position:	Term Law Clerk (2 year term with possibility of extension)
Tour of Duty:	Full Time (40 hours per week)
Number of Positions:	One
Start Date:	September 4, 2018
Classification Level:	JSP 11 to 13, depending on experience
Salary Range:	\$61,605 to \$114,146
Location:	Kansas City, KS
Opening Date:	June 1, 2018
Closing Date:	Open until filled; preference given to applications received by July 13, 2018.
Vacancy Number:	KC18 - 8

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.

QUALIFICATION REQUIREMENTS:

Minimum Qualifications

At the time of appointment, the candidate must possess the following minimum requirements:

1. Be a graduate of an ABA accredited law school;
2. Top 10% of graduating class preferred;
3. Be a licensed attorney (out-of-state license acceptable);
4. Possess superior research and writing skills;
5. Be proficient in computer assisted research and Microsoft Word;
6. Exhibit strong analytical ability; and
7. Demonstrate excellent verbal, written and interpersonal skills.
8. 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).

For appointment at a **JSP grade 11** step 1 (\$61,605 - \$80,089), an applicant must be a law school graduate and have the equivalent of one year of full-time legal work experience after graduation from law school.

Substitutions for the one year of experience may include:

- a. Graduation in the upper third of a law school class; or
- b. Experience on the editorial board of a law review; publication of a noteworthy article in a law school student or scholarly publication; or
- c. Special high-level honors of academic excellence in law school, such as election to the Order of the Coif; or
- d. Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools; participation in the legal aid or other law school clinical program; or
- e. Summer experience as a law clerk or intern or law clerk experience on a continuous basis in a law firm while attending law school.

For appointment at a **JSP grade 12** step 1 (\$73,840 - \$95,991), applicants must meet the qualification for a JSP grade 11 and possess one additional year of full-time legal work experience after graduation from law school (no substitutions permitted) AND be a member of the bar of a state.

For appointment at a **JSP grade 13** step 1 (\$87,804 - \$114,146), applicants must meet the qualification for a JSP grade 12 and possess two years of full-time legal work experience after graduation from law school (no substitutions permitted).

TO APPLY:

To apply for this position, applicants are required to submit the following items:

- 1) cover letter with GPA and class standing,
- 2) a chronological resume,
- 3) names and contact information for three references,
- 4) [a Federal Judicial Branch Application for Employment](#), and
- 5) a pdf of the completed package.

**Application packages not received in PDF format may be considered incomplete.

Complete applications should be submitted by email 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 job announcement may involve filling more than one position described herein. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a background check. The U.S. Courts require employees to adhere to [a Code of Ethics and Conduct](#). 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 *****