



Honorable Daniel D. Crabtree
United States District Judge

Kansas City Division
500 State Avenue
Kansas City, KS 66101

Notice of Vacancy Announcement

UNITED STATES District Court District of Kansas

Position: Temporary Law Clerk to U.S. District Judge
(12 – 20 weeks)

Tour of Duty: Full Time

Number of Positions: One

Approximate Start Date: March 18, 2019

Classification Level: JSP 11 to 13, depending on experience

Salary Range: \$61,605 to \$87,804 depending on experience, with potential up to \$114,146 with prior federal experience

Location: Kansas City, KS

Opening Date: October 3, 2018

Closing Date: Open until filled

Vacancy Number: KC 18-17

POSITION OVERVIEW:

The temporary law clerk will assist the judge primarily in general civil legal research, writing draft opinions and orders, assisting during courtroom proceedings, and case-management responsibilities.

QUALIFICATION REQUIREMENTS:

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

PAY SETTING:

For appointment at a **JSP grade 11** step 1 (\$61,605), an applicant must meet the position qualification requirements.

For appointment at a **JSP grade 12** step 1 (\$73,840), applicants must meet the requirement for a JSP grade 11 and possess one 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), 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).

APPLICATION PROCEDURES:

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

ksd_crabtree_chambers@ksd.uscourts.gov

Or

Honorable Daniel D. Crabtree
United States District Court
Robert J. Dole United States Courthouse
500 State Avenue, Room 259
Kansas City, KS 66101-2441

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 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 *****