



**UNITED STATES DISTRICT COURT
DISTRICT OF KANSAS**

Position Title: Term or Career Law Clerk – Vacancy # KC 19-1
Location: Topeka, Kansas
Closes: Open until filled. Application review begins February 1, 2019.
Start Date: Approximately March 2019
Salary Range: \$87,804 - \$114,146 (JSP 13) depending on prior federal service

POSITION OVERVIEW: The judicial law clerk researches issues of law, writes extensively, attends and assists with initial preparation for trials and other court proceedings, performs case management responsibilities, and acts as advisor, making recommendations based on the law, to the Honorable Holly L. Teeter, United States District Judge.

Judge Teeter is open to discussing with interested applicants the possibility of a longer term, including a possible career clerk designation. An applicant should **clearly state any interest in a longer term and/or career clerk designation in the cover letter.**

MINIMUM REQUIRED QUALIFICATIONS:

- Graduate of an ABA-accredited law school
- Top 15% of law school class
- Three years post-law school legal experience
- Member of the bar of any state
- Superior research and writing skills
- Strong analytical and interpersonal skills
- Ability to draft orders and other documents in an efficient, thorough, and timely manner while meeting deadlines
- Possess good judgment, initiative, and the ability to work independently and to prioritize and manage multiple tasks

PREFERRED QUALIFICATIONS:

- Top 5% of law school class
- Law Review or other noteworthy journal experience
- Previous law clerk experience
- Previous federal experience
- Previous civil litigation experience

BENEFITS: Term law clerks may participate in Federal Employees Health Insurance Program, Group Life Insurance Program, Long Term Care insurance and Flexible Spending Accounts. Career law clerks are additionally eligible to participate in the federal employee retirement system and Thrift Savings Plan.

APPLICATION PROCEDURE: Qualified candidates may apply by sending a cover letter, resume with GPA, class standing, law school transcript (unofficial or official), writing sample, and the name of two professional references as a single PDF document to: ksd_teeter_chambers@ksd.uscourts.gov.

***** THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER *****

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 favorable background checks. 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.