



UNITED STATES DISTRICT COURT – DISTRICT OF KANSAS

Wichita U.S. Courthouse

401 N. Market

Wichita, KS 67202

www.ksd.uscourts.gov

Law Clerk to a U.S. District Judge

Vacancy Announcement #TO26-13

Position Title: Law Clerk to a U.S. District Judge
Appointment Type: Career (permanent) and Term (up to 4 year) appointments available
Location: Topeka, Kansas
Start Date: Around May 2026 dependent on Senate Confirmation and Presidential Appointment
Open Date: March 17, 2026
Closing Date: Open until filled
Salary Range: JSP 11-14* (\$75,897 - \$166,182, candidates eligible for step 1 of the grade in which they Qualify, with advanced in-step placement possible for current/former federal employees or military based on previous earned pay rate). Starting salary is commensurate with qualifications, experience, and based upon Judicial Salary Plan (JSP) [guidelines](#).

POSITION OVERVIEW

This position will 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.

REPRESENTATIVE DUTIES

- Legal research, writing, and drafting orders and opinions
- Communicating with counsel regarding case management and procedural requirements
- Assisting judge during courtroom proceedings
- Various legal and administrative duties as assigned
- Training and assisting term law clerks and student interns
- Perform other miscellaneous administrative duties as assigned by the judge and as necessary for the efficient operation of chambers

REQUIRED EXPERIENCE AND QUALIFICATIONS

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

- Be a law school graduate with strong academic credentials (top 25%);
- Be a member of the bar of any state (if appointed above grade 11);
- Have one or more years of post-graduate legal work (if appointed above grade 11);
- Possess superior research and writing skills, exhibit strong analytical ability and interpersonal skills;
- Show good judgment, initiative, and the ability to work independently and to prioritize and manage multiple tasks;
- Be proficient in computer assisted research and Microsoft Word.

To qualify for JSP 11, an applicant must have a juris doctor degree.

To qualify for JSP 12, an applicant must be a member of the bar of a state, territory, or federal court of general jurisdiction and have one year of legal work experience after obtaining a juris doctor degree.

To qualify for JSP 13, an applicant must be a member of the bar of a state, territory, or federal court of general jurisdiction and have two years of legal work experience after obtaining a juris doctor degree.

To qualify for JSP 14, an applicant must have three years of legal work experience after obtaining a juris doctor degree, and two of the three years must be law clerk experience in the federal judiciary. Each chambers may pay only one law clerk at this pay level.

PREFERRED QUALIFICATIONS

- Have Law Review or other noteworthy journal experience.
- Have prior service as a judicial law clerk
- Have ties to the state of Kansas (please note this in the cover letter if not evident from resume)

BENEFITS

1. 11 paid federal holidays and additional paid time off
2. Participation in the Federal Employees Retirement System (FERS)*
3. Participation in the Thrift Savings Plan (TSP) with government match up to 5%*
4. Health, dental, vision, group life, and long-term care insurance plans
5. Participation in the Flexible Benefits Program for Health and Dependent Care
6. Up to 12 weeks of Paid Parental Leave for eligible employees
7. Participation in Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
8. Student loan forgiveness for qualified individuals, pursuant to the terms of the [PSLF](#) program
9. Free parking
10. Free onsite fitness center

*Only if appointed as a Career Law Clerk

APPLICATION PROCEDURE:

To apply for this position, please submit the following items in a single PDF document by email to HR@ksd.uscourts.gov and include the "Law Clerk Vacancy Announcement #TO26-13" in the email subject line:

1. a cover letter with GPA, class standing, and if you're applying for the Career and/or Term position,
2. chronological resume,
3. law school transcripts (official or unofficial),
4. a writing sample (self-edited, not edited by third party), and
5. optional letter(s) of recommendation

ADDITIONAL INFORMATION

The U.S. District Court reserves the right to modify or withdraw this job announcement without prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. District Court requires 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 selected for an interview. Travel and relocation expenses will not be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER