



UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO

Alfred A. Arraj U. S. Courthouse

901 19th Street

Denver, CO 80294

www.cod.uscourts.gov

LAW CLERK

Vacancy Announcement #: 2023-05-USDC

POSITION:	Law Clerk – Term
POSITION TYPE:	Full-Time, Term Limited (Mon – Fri, 8:00 am to 5:00 pm)
SALARY RANGE:	<u>JSP 11/1 to JSP 13/1</u> (\$76,551 - \$109,107) <i>Starting salary is commensurate with qualifications and experience. Advanced in step placement may be available for current or prior federal employees based on highest previous rate rules.</i>
OPEN DATE:	Friday, January 20, 2023
CLOSING DATE:	Open until filled
AREA OF CONSIDERATION:	Open to all qualified Individuals
LOCATION:	Denver, Colorado

The U.S. District Court for the District of Colorado has an opening for a judicial law clerk to an incoming U.S. Magistrate Judge. This position is expected to start in March/April 2023. This term appointment will be for an initial term of one year and may be extended to no more than three additional years at the discretion of the judicial officer.

The law clerk will provide legal support to the Judge by conducting legal research, preparing memoranda, drafting orders, attending trials and other court proceedings and acting as legal advisor. The clerk also must maintain a courteous and professional demeanor within chambers, the Court, the bar, and with the public at large.

MINIMUM QUALIFICATIONS

To qualify for a JSP 11/1, a person must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have demonstrated one of the following accomplishments or proficiencies:

- (a) Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- (b) Experience on the editorial board of a law review of such a school;
- (c) Graduation from such a school with an LLM degree; or
- (d) Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

To qualify for a JSP 12/1, a person must meet the above but also have at least one year of full-time legal work experience after graduation from law school and must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

To qualify for a JSP 13/1, a person must meet the above but also have at least two years of full-time legal work experience after graduation from law school and must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

ADDITIONAL INFORMATION:

Term law clerk appointments are limited to a total of four years, including all previous appointments held under a federal term law clerk capacity. Term law clerks are subject to social security deductions and are eligible for health, dental, vision, and life insurance coverage. Term law clerks are not eligible to participate in the federal employee's retirement system (FERS) or the Thrift Savings Plan (TSP). Based on the judge's discretion, term law clerks may or may not be placed on the Leave Act. Please visit [Benefits Overview](#) to view all federal judiciary employee benefits.

All employees must adhere to the judiciary's [Code of Conduct](#). In addition, this position is subject to mandatory fund transfer (EFT) participation, adherence to 8 U.S.C. § 1324b(a)(3)(B) regarding hiring of lawful permanent residents, and an FBI fingerprint and/or background check. Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees. The Court reserves the right to modify the conditions of this vacancy announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

HOW TO APPLY

All qualified applicants should submit the following as a **single pdf** application packet:

- Application form AO78 (Download it [here](#)). All applicants for this position must also complete the "Optional Background Information" section of the AO78 (page 5) for consideration;
- Cover letter;
- Current resume;
- Writing sample;
- College transcripts;
- Contact information for three professional references.

Your application packet must be submitted to: cod_hrd@cod.uscourts.gov. Please note "Vacancy Announcement: 2023-05-USDC" in the subject line of the email. Incomplete applications may not be considered.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER