



## Career Opportunity

### Law Clerk – U.S. District Judge Wilhelmina M. Wright



#### Position Details

**Title:** Term Law Clerk  
**Location:** St. Paul, Minnesota  
**Posting Date:** January 25, 2023  
**Classification:** JSP 11 - 13  
**Salary Range:** \$74,973 – \$106,858  
*Depends on qualifications*

**This is a term appointment with the length of employment expected to last 6-7 months with the possibility of an extension.**

**Closing Date:** Open until filled.

**Area of Consideration:** Open to all sources.

**To apply, qualified applicants should follow the instructions below and on page three of this announcement:**

Submit complete application package electronically in PDF format. The required items must be consolidated into one document. Do not copy/paste your documents into the email.

Please make sure to annotate Law Clerk Application on subject line and email to:

Wright\_chambers@mnd.uscourts.gov

**The U. S. District Court is an Equal Opportunity Employer**

#### OVERVIEW OF THE DISTRICT OF MINNESOTA

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, Saint Paul, Duluth, and Fergus Falls. The U.S. District Court, District of Minnesota, is composed of seven authorized district judges, six senior district judges, seven magistrate judges, one part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Services Office staff.

#### LAW CLERK RESPONSIBILITIES:

Provide case management, legal, administrative, and clerical support to the Judge in chambers utilizing three law clerks.

Responsible for all aspects of assigned civil and criminal cases from inception to conclusion. Review complaints, petitions, motions, and pleadings that have been filed to identify and analyze the issues involved and basis for relief; perform legal research as required; identify problem areas, make recommendations, and offer solutions in assigned cases; provide information and advice to the Judge in connection with pending litigation; draft appropriate recommendations and substantive orders; keep abreast of changes in the law to aid the Judge in keeping current; and perform other duties as assigned.

#### ADMINISTRATIVE RESPONSIBILITIES:

Work closely with personnel within the Court and other associated agencies, as required; maintain an attentiveness to and understanding of chambers matters and oversees its management; assist courtroom deputy in maintaining electronic-court calendar; become thoroughly familiar with electronic filing, case management systems, and remote technology platforms; answer and screen telephone calls to Judge's chambers; meet and assist the public; process incoming mail and answers general inquiries; type correspondence and memoranda; proofread and edit materials; organize, maintain and update paper and electronic filing systems; and perform other duties as assigned.

#### DUTY STATION:

This position is located in St. Paul, Minnesota. The nature of a law clerk position includes working closely with the Judge on a daily basis. **As such, this is an in-person clerkship, meaning the ideal candidate must be willing and able to physically report to chambers in St. Paul.**

# United States District Court - District of Minnesota



## **POSITION REQUIREMENTS AND QUALIFICATIONS**

To qualify for the position of law clerk on the personal staff of a federal judge or magistrate judge, 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 his/her degree) from a law school of recognized standing, and have one or more of the following attributes:

- 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;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies which in the opinion of the judge is the equivalent of one of the above.

## **PERSONAL CHARACTERISTICS**

The successful candidate must be able to communicate effectively, both orally and in writing; possess good judgment, maturity and tact; be dependable, responsible and maintain confidentiality; be a proactive self-starter and demonstrate initiative in problem solving; be able to work quickly and harmoniously with others in a team-based environment; and present a poised, professional appearance and demeanor at all times. This position requires superb organizational, people and time management skills with the ability to juggle many changing priorities and demands at the same time. **This is a writing intensive position, and the successful candidate must be able to communicate effectively, both orally and in writing.**

## **CONDITIONS OF EMPLOYMENT**

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments, and are considered “at-will” and may be terminated with or without cause or notice by the court.

New employees engaging in work for the District of Minnesota are required to be fully vaccinated against COVID-19. Proof of vaccination will be required prior to entrance on duty. Contact Human Resources to discuss exemption requests.

The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

*There is a lifetime limitation of four (4) cumulative years of term clerkship service with the United States Courts. Service as a career law clerk or as a temporary law clerk is not charged against the four-year lifetime limitation.*

## **SALARY**

The pay rate offered is subject to Judicial Officer approval.

<b>JSP Grade</b>	<b>Salary</b>	<b>Legal Work Experience</b>	<b>Bar Membership</b>
JSP 11	\$74,973	0	No
JSP 12	\$89,862	1 Full-Time Year	Yes
JSP 13	\$106,858	2 Full-Time Years	Yes

# United States District Court - District of Minnesota



## **Legal Work Experience**

Progressively responsible experience in the practice of law, in legal research, legal administration or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

## **BENEFITS**

Employees of the United States District Court are Excepted Appointments and considered At-Will judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory.

Term Law Clerks appointed for at least one year and one day are eligible for

- Accrual of paid vacation and sick leave, if designated by judge.
- 11 Paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- On-site fitness centers.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Subsidized transit program.

## **APPLICATION INFORMATION AND PROCESS**

Submit complete application package electronically in PDF format. The required items must be consolidated into one document in the order listed below. Do not copy/paste your documents into the mail.

Please make sure to include Law Clerk Application on the subject line and email to:

**Wright\_chambers@mnd.uscourts.gov**

A complete Application includes:

1. Cover letter
2. Detailed resume with exact dates of employment and salary history
3. Copy of law school transcript
4. Proof of Bar Membership, if applicable
5. List of professional references (minimum of 3)
6. One legal writing sample

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.