UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO

# Alfred A. Arraj U. S. Courthouse

**901 19th Street**

**Denver, CO 80294**

**Law Clerk** Vacancy Announcement #: 2018-07-USDC

# POSITION: Law Clerk - Term

**POSITION TYPE: Full-Time Permanent**

**(Mon – Fri, 8:00 am to 5:00 pm)**

**SALARY RANGE: JSP 11 ($66,577) JSP 12 ($79,799)**

**JSP 13 ($94,890)**

(Starting salary depends on qualifications and experience)

# OPEN DATE: September 4, 2018

**CLOSING DATE: Open until filled; preference given to those that apply by August 10, 2018**

**AREA OF CONSIDERATION: Open to all Qualified Individuals LOCATION: Denver, Colorado**

The U.S. District Court for the District of Colorado is seeking a Judicial Law Clerk (term) in the Chambers of U.S. Magistrate Judge Nina Y. Wang. Duty station is located at 901 19th Street, Denver, Colorado. The Judicial Law Clerk (term) is a permanent full time position and eligible for federal government benefits. The position will commence on the applicant’s start date and extend for a term of one year. The Court prefers a start date nearest to September 4, 2018.

# Position Overview

The Judicial Law Clerk (term) will provide legal support to the Judge by conducting legal research, preparing memoranda and draft orders, attending trials and other court proceedings, and acting as legal advisor. The Judge’s Chamber is a hard-working but friendly environment.

The Judicial Law Clerk (term) appointment will be for a term of one year. Candidates must have less than four years of previous federal service as a Judicial Law Clerk (term) to be appointed.

Judicial Law Clerks (term) appointed to term appointments are subject to social security deductions and are eligible for health, dental, vision and life insurance coverage, and participation in judiciary supplemental benefit programs. Judicial Law Clerks (term) are not eligible to participate in the Federal Employees Retirement System (FERS) or the Thrift Savings Plan. Based on the Judge’s discretion, Judicial Law Clerks (term) may or may not be placed on the Leave Act.

# Qualification Requirements

To qualify for the position of law clerk on the personal staff of a federal judge, a person must be a law school graduate from a law school of recognized standing, and have demonstrated one of the following accomplishments or proficiencies:

* A juris doctor degree 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
* Proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above.

# Legal Work Experience

Legal work experience is 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 on military duty 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. Outlined below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable JSP grade levels.

JSP Grade 11 (annual salary $66,577) Must be a law school graduate.

JSP Grade 12 (annual salary $79,799) Must be a law school graduate.

One year of legal work experience following graduation from law school.

Must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

JSP Grade 13 (annual salary $94,89) Must be a law school graduate.

At least 2 years of legal work experience following graduation from law school.

Must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

# Preferred Qualifications

Judge Wang strongly prefers applicants with the following qualifications:

1. Two-years or more of legal work experience after graduation from law school, and/or
2. Prior experience as a federal court law clerk after graduation from law school, and
3. Experience on the editorial board of a law review of a law school on the approved list of either the American Bar Association or the Association of American Law Schools.

# How to Apply

Applicants must apply through the Online System for Clerkship Application and Review, at https://oscar.uscourts.gov/. Through OSCAR, each applicant should submit:

1. A cover letter describing your legal experience and why you believe you are well-suited to the position in our Chambers;
2. Federal Judicial Branch Application for Employment (application form AO 78 can be found at [www.cod.uscourts.gov](http://www.cod.uscourts.gov/) under Employment Opportunities link located in the left margin of the home page);
3. A detailed and up to date résumé;
4. Two substantial writing samples which reflect no more than de minimis editing by a third person; and
5. Three references (including current telephone numbers). Letters of recommendation should not be submitted at this time.

# Please DO NOT send any application materials to us through any other means, including in hard copy or via electronic mail.

Only qualified applicants will be considered for an interview for this position. Applicants who do not timely submit all required materials, as stated in the How to Apply section of the Vacancy Announcement, will not be considered.

Applicants must be a U.S. citizen or eligible to work in the United States. The federal immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. Therefore, the U.S. Courts is responsible for ensuring that all new employees are eligible to work in the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) before placing the selected candidate on federal payroll. Proof of eligibility status will be required.

# Information for Applicants

All applications received will be evaluated as one pool of applicants in review of employment experience, education, and knowledge/skills/abilities as directly related to the stated qualifications within the vacancy announcement.

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. Multiple positions may be filled from this vacancy, and additional positions may be filled within 60 days of a closed vacancy utilizing the same applicant pool. This vacancy may be revised and re-posted with the approval of the Court Unit Executive or the Judicial Officer if the vacancy is for a chambers position.

Successful employment with the U.S. Courts is based on acceptable performance and is an at- will employment opportunity as determined by the Court Unit Executive or the Judicial Officer.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application

materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The selected applicant will be required to complete an FBI fingerprint and/or criminal background check. Retention in the position will depend on a favorable suitability determination by the Court Unit Executive or the Judicial Officer.

Due to increasing commuter costs, the high cost of parking in the downtown Denver area, and the decreasing availability of downtown parking, the U.S. Courts provide each permanent employee with an RTD EcoPass. The EcoPass provides unlimited transportation on RTD buses and Light Rail in and out of the downtown Denver area. The EcoPass is an employee benefit provided annually depending upon available funding.

Please see [**www.cod.uscourts.gov**](http://www.cod.uscourts.gov/)for overview of federal benefit package (under Employment Opportunities).

Electronic Funds Transfer (direct deposit) of pay is required.

The Court requires employees to adhere to a code of ethics and conduct as well as specific employee policies and performance expectations.

# The federal courts are Equal Employment Opportunity employers.