



United States District Court Western District of Arkansas

Vacancy Announcement

Term Law Clerk to a U.S. Magistrate Judge

Announcement #:	20-USDC-01
Duty Location:	Fort Smith, Arkansas
Position Type:	Full-Time Regular
Classification Level:	Judiciary Salary Plan Grades 11-13
Salary Range:	\$62,236 to \$88,704 (depending on experience and qualifications)
Opening Date:	Thursday, October 3, 2019
Closing Date:	Monday, October 21, 2019 (Open until filled) Applications received by 4:30 p.m. Monday, October 21, 2019 will be given preference.

OVERVIEW

The United States District Court for the Western District of Arkansas is seeking a full-time term law clerk position to a U.S. Magistrate Judge. Responsibilities of this position may include but are not limited to the following:

- Research substantive issues of federal and state law;
- Draft legal memoranda, opinions, and orders;
- Analyze statutes, regulations, and substantive issues in all areas of civil and criminal law;
- Perform case management and other administrative desk duties;
- Provide legal counsel and support to the judge; and
- Exhibit the highest standards of excellence and integrity.

QUALIFICATIONS

For appointment at a JSP Grade 11, a candidate 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:

- 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;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above. Some examples of criteria that are considered to be acceptable as equivalent include, but are not limited to:
 1. Publication of a noteworthy article in a law school student publication or other scholarly publication;
 2. Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
 3. Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
 4. Participation in the legal aid or other law school clinical program sanctioned by the law school; or
 5. Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school.

Qualification for JSP Grade 12 or above requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction. The Administrative Office's Chief Human Resources Officer may, upon request from the appointing judge, waive the bar membership requirement when the candidate has met all requirements for admission, but has not been admitted because they are required to appear in person and are unable to travel to the location to complete the

admissions process because of: (1) the expenses involved; and/or (2) the workload in chambers does not allow for the law clerk's absence.

JSP Grade 12 – one year of legal work experience

JSP Grade 13 – two years of legal work experience

Legal work experience is defined as 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.

EMPLOYEE BENEFITS

- Ten paid Federal holidays
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits under the Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)

HOW TO APPLY

Qualified applicants should submit a complete packet which includes: a letter of interest, a writing sample not to exceed ten pages, a current and detailed resume, name, address, and telephone number of three professional references, and a completed Application for Judicial Branch Federal Employment (Form AO-78). You may download this application from the U.S. Courts website at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>. Attachments must be saved as a single PDF file. Please reference the vacancy announcement number in the subject of the email. Email your complete packet to: heather_burns@arwp.uscourts.gov.

The court provides reasonable accommodations to applicants with disabilities in accordance with the Americans with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources at heather_burns@arwp.uscourts.gov. The decision on granting reasonable accommodations will be made on a case-by-case basis.

INFORMATION FOR APPLICANTS

- Electronic Fund Transfer (EFT) for payroll deposit is required.
- The successful candidate must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately after meeting the eligibility requirements.
- The selectee considered for this position is required to undergo an FBI background check and/or investigation. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, to fill the position sooner than the closing date indicated, or to fill more than one position, without any prior written notice or other notice.

**The United States District Court for the Western District of Arkansas is an
Equal Employment Opportunity Employer and values diversity in the workplace.**