

Notice of Part-Time Law Clerk Opportunity

United States District Court Eastern District of Missouri



Posting Date: February 1, 2021
Vacancy Number: PTTLC-0221
Position Title: Term Law Clerk (Part-time) to United States District Judge Ronnie L. White
Classification Level: JSP 11-13 (depending upon qualifications)
Starting Salary Range: \$65,597 to \$93,494
Closing Date: Open until filled

** Anyone who has applied previously must submit a new application **

Position Summary

The Court seeks a part-time Term Law Clerk to United States District Judge Ronnie L. White. The clerkship term is for up to three (3) years beginning in May 2021. The position is located in St. Louis, Missouri, but may allow for remote work/telework. We seek highly qualified individuals who have demonstrated outstanding writing and analytical skills and a strong work ethic.

Principal duties of the position include:

- Researching substantive issues of federal and state law;
- Drafting legal memoranda, opinions, and orders addressing issues in civil and criminal cases;
- Assisting the judge in preparing for hearings, trials, and other proceedings;
- Performing significant case management duties;
- Interacting with other Court personnel, attorneys, and litigants.

Qualifications

The following educational and professional qualifications are required:

- A juris doctor degree awarded by a law school on the approved list of either the American Bar Association or the Association of American of Law Schools;
- Strong academic credentials (standing in the upper 1/3 of the applicant's law school class);
- Superior analytical ability and outstanding legal research and writing skills (participation in law review preferred); and
- Two years of prior clerkship or post-law school full-time legal work experience.

Candidates must also possess the following personal skills and characteristics:

- Excellent interpersonal skills, including the ability to communicate effectively, both orally and in writing;
- Superior organizational skills, including the ability to work independently on multiple tasks in a high-volume environment;
- Exceptional integrity and professionalism, including with respect to work product, attitude, and demeanor;
- A high level of maturity, being responsible, and exercising good judgment; and
- Highly proficient computer and word processing skills.

Compensation

Compensation and classification level is based on legal experience after receipt of J.D., bar membership, and qualifications of the successful candidate.

JSP Grade 12 requires bar membership and one year of full-time legal work experience.

JSP Grade 13 requires bar membership and two years of full-time legal work experience.

Benefits

The federal judiciary offers numerous benefits including federal employees' group health, life, dental, and vision insurance, flexible spending accounts (medical and dependent care), commuter or parking subsidy, 13 Federal holidays per year, 10 paid vacation days per year, employee assistance program, and on-site fitness center.

Application Procedure and Information

Qualified persons are invited to submit:

- A cover letter
- A resume, including two or more professional references
- An unofficial law school transcript
- One or two writing samples no longer than 15 pages (no law review articles)

Complete application materials should be submitted via e-mail, preferably in a single PDF file, to: MOED_Employment@moed.uscourts.gov. Please reference PTTLIC-0221 in the subject line.

Only candidates selected for an interview will be contacted. If selected for an interview candidates must complete an application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>), and provide official undergraduate and law school academic transcripts.

Interviews will be conducted by Zoom video teleconference. Relocation expenses will not be reimbursed.

An Equal Opportunity Employer

Judiciary employees serve under excepted appointments, not civil service. Excepted appointments are at will and can be terminated with or without cause.

Applicants must be U.S. citizens or eligible to work in the United States. Appointment is contingent upon providing proof of U.S. citizenship or proof of authorization to work in the United States.

All appointments are subject to FBI Background Check and social media inquiry as a condition of employment.

Retention depends upon a favorable suitability determination.

All appointments are subject to mandatory electronic funds transfer.

Employees must adhere to the Code of Conduct for Judicial Employees (available for review upon request). The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

In the event a position becomes vacant in a similar classification within a reasonable time of the original announcement, the Appointing Judge may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.