

Notice of Opportunities

United States District Court Eastern District of Missouri

Posting Date: 04/09/2024
Positions Titles: Please see specific position
Starting Salary: Please see specific position
Position Location: St. Louis, MO
Closing Date: Open until filled



The one of the following positions will be available to temporarily support the United States Magistrate Judges Noelle C. Collins and Chief Magistrate Judge Shirley P. Mensah.

- Temporary Law Clerk- Posting number: TEMPLC-0424
- Temporary Paralegal- Posting number: TPL-0424

The position available is dependent upon the position the Judges select for their Chambers and the position selected are temporary for no more than 20 weeks and will be begin in June/July 2024. The position selected is shared, it involves working for both Chief United States Magistrate Judge Shirley P. Mensah and Judge Noelle C. Collins (a 50% workload for each).

[Application Procedure and Information](#)

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship or proof of authorization to work in the United States as required by the Immigration Reform and Control Act of 1986. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

Qualified persons are invited to submit (see posting for applicable details): Current résumé, cover letter, and if applying to the Temporary Law Clerk position, one legal writing sample.

Candidates may, but are not required to, submit letters of recommendation, two or more professional or academic references, undergraduate transcripts, and law school academic transcripts. Please note that if selected for an interview candidates are required to complete an application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>), undergraduate academic transcripts, and law school academic transcripts. Application materials with the **posting number** may be e-mailed to MOED_Employment@moed.uscourts.gov

Only candidates selected for an interview will be contacted. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that 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. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

Equal Opportunity Employer