

# Notice of Career Opportunity – Summer/Fall 2020

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## United States District Court Eastern District of Missouri



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<b>Posting Date:</b>	August 5, 2019
<b>Vacancy Number:</b>	TLC-819
<b>Position Title:</b>	Term Law Clerk to District Judges Audrey Fleissig & John Ross
<b>Starting Salary:</b>	JSP 11-13 \$62,979 - \$89,762 (dependent on qualifications)
<b>Position Location:</b>	St. Louis, MO
<b>Closing Date:</b>	September 9, 2019

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

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### Position Summary

The position of Term Law Clerk to the Honorable Audrey G. Fleissig and Honorable John A. Ross is a two-year position. The position will begin in the summer or fall of 2020. The position is located in St. Louis, MO, and involves working for both judges (a 50% workload for each). Principal duties of the position include:

- Research substantive issues of federal and state law
- Draft legal memoranda, opinions and orders
- Prepare the Judge for hearings, trials or mediations
- Assist the Judge with case management
- Generally provide legal counsel and support to the Judge
- Exhibit the highest standards of excellence and integrity

### Qualifications

To qualify for the position of term law clerk, an individual 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 accredited by the American Bar Association or the Association of American Law Schools, and have demonstrated one of the following accomplishments or proficiencies:

- (a) Standing within the upper third of the law school class from a law school of the approved list of either the American Bar Association or the Association of American Law Schools;
- (b) Experience on the editorial board of a law review of such a school;
- (c) Graduation from such a school with an LLM degree; or
- (d) Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalency of one of the above. Some examples of criteria that are considered to be acceptable as equivalent include:

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 represented the law school in competition with other law schools.

This list is not all-inclusive; the determination of an acceptable equivalence rests with the appointing judge.

One to two years of practice experience as a litigation attorney is preferred.

The number of years of legal work experience possessed, as well as bar membership, impacts salary. 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.

### **Benefits**

Benefits include federal employees' group health insurance, life insurance, flexible spending accounts, commuter or parking subsidy, dental and vision insurance.

### **Background Investigation Requirements**

The selectee considered for this position is required to undergo an FBI Background Check and/or Investigation and social media inquiry as a condition of employment. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

### **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:

- current résumé,
- completed application for judicial branch employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf> )
- two samples of legal research and writing
- undergraduate and law school academic transcripts
- letters of recommendation may be submitted, but are not required

Application materials may be e-mailed to [moed\\_employment@moed.uscourts.gov](mailto: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***