



U. S. District Court  
Northern District of Ohio  
801 West Superior Avenue  
Cleveland, Ohio 44113

#### Benefits:

##### Federal Benefits Include:

- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Transit subsidy
- Fitness Center

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

# U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

## Term Law Clerk (Part-time) to U.S. District Judge

### VACANCY #21-24

**LOCATION:** Cleveland

**STATUS:** Part-time

**CLASSIFICATION:** JSP-12 to JSP-13

**SALARY RANGE:** \$40,372 - \$62,410

**POSTED:** August 2, 2021

**CLOSING DATE:** Open until filled. First consideration will be given to applications received by August 31, 2021.

**STARTING DATE:** Flexible

**AREA OF CONSIDERATION:** All qualified applicants

#### Position Overview

The U.S. District Court for the Northern District of Ohio, is accepting applications for the position of Term Law Clerk (Part-Time) to Chief U.S. District Judge Patricia A. Gaughan, located in Cleveland, Ohio. This is a temporary part-time position with a work schedule of Wednesdays, Thursdays, and Fridays (total of 40 hours worked each biweekly pay period). This position is anticipated to be a two-year commitment with the possibility of a one- or two-year extension at the discretion of the successful applicant and Chief Judge Gaughan.

#### Duties and Responsibilities

Primary duties of the position include administrative and traditional law clerk responsibilities such as researching substantive issues of federal and state law, drafting legal memoranda, opinions, and orders, and attending court proceedings. Additional duties include interacting with chambers staff, court personnel, litigants and/or the public, and generally providing trusted legal support to the Judge. Selected candidate may perform other duties as assigned. Successful candidates must exhibit the highest standards of excellence and integrity, and display, at all times and to all persons, a courteous, professional and cooperative attitude.

#### Qualifications (Must be met at the time of application)

For consideration, candidates must be law school graduates from an ABA accredited law school with excellent academic credentials.

Candidates also must possess:

- 1) Superior analytical ability and strong research and writing skills.
- 2) Proficiency in computer and word processing skills.
- 3) Membership in a Bar of a state, territorial, or Federal Court of general jurisdiction.

#### How to Apply:

Applicants must submit ONE PDF document containing the following to:

**Gaughan\_Chambers@ohnd.uscourts.gov**

- Cover Letter
- Resume
- A writing sample no more than 15 pages (*please do not submit law review articles as a writing sample*)
- Copy of law school transcripts
- Three professional references with contact information.
- Application for Federal Branch Employment found at:

<https://www.ohnd.uscourts.gov/careers>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

#### Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
- This position is subject to an FBI background check.
- Employment is considered provisional until the background check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will."
- Employees are required to use direct deposit for payroll.

#### **Preferred qualifications include:**

- At least three years of legal work experience after graduation from law school preferably with a law firm that handles complex matters, or
- Prior federal clerkship.

Compensation will be set based on the experience and qualifications of the successful candidate subject to the policies and guidelines set forth in the Judicial Salary Plan.

Applications will be reviewed, and interviews scheduled on a rolling basis.

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.