

VACANCY ANNOUNCEMENT (18-01)



United States District Court - Middle District of PA

JUDICIAL LAW CLERK - TERM

Part-Time Position with Benefits (20 hrs./wk.)
Harrisburg, Pennsylvania

SALARY: JSP 11-1 (\$30,816) – JSP 13-10 (\$57,097)
(Based on 20 hrs./wk.)

Position available: September 4, 2018

Opening Date: May 2, 2018 - **Closing Date:** May 23, 2018

POSITION OVERVIEW: The United States District Court for the Middle District of Pennsylvania is seeking a qualified candidate for the position of Term Law Clerk to United States District Judge Yvette Kane. The position is part-time (20 hrs./wk.) and is for a one year renewable term, commencing September 4, 2018, and is based in Harrisburg, Pennsylvania.

The Judicial Law Clerk researches legal issues, reviews briefs, drafts orders and opinions, manages assigned cases, attends court proceedings and makes decisional and case management recommendations to the Judge. The caseload is demanding and the types of cases presented are varied. General responsibilities involve substantive review of case files and pending matters, researching issues of law, and preparation of memoranda.

QUALIFICATIONS: The successful 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 who possesses superior legal research, analytical and writing skills. To qualify for the position, the candidate must also demonstrate one of the following requirements: (1) top third of the law school class; (2) law review; (3) LLM Degree; or proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above. Candidate must also possess excellent interpersonal skills, a positive attitude, strong case management skills and the ability to work independently. Experience and proficiency with automated legal research systems and word processing software, including Windows, Word and Westlaw, is required. A candidate with bar membership and/or federal clerkship experience is preferred.

SALARY: The salary range for this part-time position is JSP 11-1 (\$30,816) – JSP 13-10 (\$57,097), based on qualifications, experience and bar membership. Applicant must be a U.S. citizen or be eligible to work in the United States. The successful candidate is hired provisionally, pending the results of an FBI Background Check. Employees are required to use electronic fund transfer (EFT) for payroll purposes. Promotion potential to a JSP 13 without further competition. *A Term Law Clerk is permitted to serve in the Federal Judiciary for no more than four years.*

BENEFITS: This is a part-time position which is eligible for the Federal Judiciary's comprehensive benefits package which includes annual and sick leave, health and life insurance, dental and vision insurance, flexible spending accounts for health and dependent care, long-term care insurance, paid holidays, commuter parking benefit, parking subsidy program and transportation subsidy program.

TO APPLY: Applicants are invited to submit a cover letter, resume (including salary history), list of three professional references, a short writing sample and a completed AO 78 (Application for Judicial Branch Employment) which may be downloaded from the court's web site at www.pamd.uscourts.gov. All documents are to be submitted as a single pdf file via e-mail to:

hr_pamd@pamd.uscourts.gov

Closing date for applications is 5:00 p.m. on May 23, 2018.

The Court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify the District Court's Human Resources Office at (570) 207-5670. The decision on granting a reasonable accommodation will be made on a case by case basis. Travel for the interview and/or relocation expenses are not authorized.

Court employees are "at will" and serve at the pleasure of the court. The Federal Government Civil Service classification or regulations do not apply. The United States District Court is an Equal Opportunity Employer.

The court reserves the right to modify the conditions of this vacancy announcement, to withdraw the vacancy announcement or to fill the position at any time before the closing date, any of which actions may occur without any prior written or other notice. Due to the expected volume of applications for this position, only candidates in consideration for this position will be contacted. This Vacancy Announcement may involve filling more positions than described herein.