



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 to U.S. Magistrate Judge

VACANCY #23-02

LOCATION: Cleveland, Ohio

STATUS: Full-time

CLASSIFICATION: JSP-12 to JSP-14

SALARY RANGE: \$86,520 - \$158,049

POSTED: January 9, 2023

CLOSING DATE: January 20, 2023

AREA OF CONSIDERATION: All qualified applicants

Position Overview

The U.S. District Court for the Northern District of Ohio is accepting applications for a Term Law Clerk to U.S. Magistrate Judge Jennifer Dowdell Armstrong, in Cleveland, Ohio. The clerkship will begin February 1, 2023. The position is anticipated to be a one-year or two-year term with an additional extension of one or two years (i.e., potential for four years of total service) and/or possible conversion to a Career Law Clerk position at the discretion of the successful applicant and Magistrate Judge Armstrong.

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 candidate must exhibit the highest standards of excellence and integrity, and display, always and to all persons, a courteous, professional, and cooperative attitude.

Qualifications (Must be met at the time of application)

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

Candidate also must possess:

- 1) Superior analytical ability and strong research and writing skills.
- 2) Proficiency in computer and word processing skills; and
- 3) Ability to work independently in a production oriented high-volume work environment; and
- 4) Membership in a Bar of a state, territorial, or Federal Court of general jurisdiction.

Term Law Clerk (VA 23-02)

How to Apply:

Applicants must submit ONE PDF document containing the following to:

jennifer.armstrong@ohnd.uscourts.gov

- Cover Letter
- Resume
- A writing sample no more than 20 pages (*please do not submit law review articles as a writing sample*)
- 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:

- 3.5 GPA or better in law school.
- At least three years of legal work experience after graduation from law school, preferably with a firm that handles complex litigation; 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.