



**UNITED STATES
DISTRICT COURT
DISTRICT OF MINNESOTA**

Human Resources Office
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HR-USDC@mnd.uscourts.gov

**Warren E. Burger Federal
Building and U.S. Courthouse**
316 North Robert Street
Room 100
St. Paul, MN 55101

**Diana E. Murphy
U.S. Courthouse**
300 South Fourth Street
Room 202
Minneapolis, MN 55415

**Gerald W. Heaney Federal
Building and U.S. Courthouse
and Customhouse**
515 West First Street
Duluth, MN 55802

**Edward J. Devitt U.S.
Courthouse and Federal
Building**
118 South Mill Street
Fergus Falls, MN 56537

**NOTICE OF JOB OPPORTUNITY
Term Law Clerk for Magistrate Judge
Vacancy Announcement #2024-08**

ANNOUNCEMENT DATE: July 24, 2024

CLOSING DATE: Preference given to applications submitted by September 2, 2024, 4:00 p.m. Central Time.
Open until filed.

POSITION: Term Law Clerk, Full-time

STARTING LEVEL/SALARY: JSP11-13 (\$78,969 – \$112,553/year) *Depends on qualifications.*

AREA OF CONSIDERATION: Open to all sources.

LOCATION: St. Paul, MN

POSITION OVERVIEW

The United States District Court for the District of Minnesota invites applications for the position of Term Law Clerk to an incoming United States Magistrate Judge. The anticipated start date for this position is September 2024 but will be dependent upon the official appointment date of the judge. This is a term appointment with the length of employment expected to last one or two years with the possibility of extension (in no case exceeding four years) at the discretion of the judicial officer. This position will initially be located in St. Paul, Minnesota and move to Minneapolis by the end of 2025. The nature of a law clerk position includes working closely with the judge on a daily basis. As such, this is an in-person clerkship, meaning the ideal candidate must be willing and able to physically report to chambers.

REPRESENTATIVE DUTIES

The 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 conferences, mediations, and proceedings. Additional duties include interacting with chambers staff, court personnel, litigants, and the public, and providing trusted legal support to the judge. The selected candidate may perform other duties as assigned. The successful candidate must exhibit the highest standards of excellence and integrity, and display a courteous, professional, and cooperative attitude to all.

QUALIFICATIONS AND REQUIREMENTS

At the time of appointment, the candidate must possess the following minimum requirements:

- Graduation from a law school of recognized standing, and have one or more of the following attributes:
 - Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
 - Experience on the editorial board of a law review of such a school;
 - Graduation from such a school with an LLM degree; or



- Demonstrated proficiency in legal studies, which in the opinion of the appointing judge is the equivalent of one of the above.

Salary depends on qualifications.

- JSP 11 (\$78,969) - graduation from an accredited law school
- JSP 12 (\$94,652) - one year of post-law school graduation experience and bar membership
- JSP 13 (\$112,553) - two years of post-law school graduation experience and bar membership

Legal work experience is experience in the practice of law, in legal research, legal administration, or equivalent experience received **after graduation from law school.**

PREFERRED QUALIFICATIONS

- Prior federal clerkship.
- Experience in a comparable position emphasizing legal writing and analysis.
- Possess a demonstrated commitment to public service or public interest law.
- Proficiency in computer-assisted legal research, Windows, and Word.
- Strong analytical ability.
- Excellent verbal, written, and interpersonal skills.
- A track record that demonstrates outstanding organizational skills.

ENVIRONMENTAL DEMANDS

- Work is performed primarily in an office setting or courtroom.
- Some travel may be required.
- Some lifting may be required to handle and set up equipment in the courtroom.

APPLICATION INFORMATION

To apply, email PDF document to hr-usdc@mnd.uscourts.gov and add “2024-08 Term Law Clerk” in the email subject line.

Submit complete application package electronically in PDF format. The required items must be consolidated into one document in the order listed below.

A complete application includes:

1. Cover letter addressing the qualifications, skills, and experience necessary to perform the job;
2. Current resume;
3. Copy of law school transcript;
4. Contact information for three (3) professional references;
5. One legal writing sample at least five pages, but no more than twenty pages; and
6. A completed Application for Employment (AO78) found here - <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>;

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.** All application materials must be attached to the email as directed.



Applicants selected for interviews will be invited to attend the interview in person, but requests to interview via Zoom video conference will be considered. Applicants must travel at their own expense and relocation expenses will not be reimbursed.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, and to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice.

BENEFITS

- 11 paid federal holidays.
- Extensive health, life, dental, and vision insurance plans.
- Pre-tax flexible spending transportation, medical, and childcare reimbursement accounts.
- Transit Subsidy Program.
- The U.S. District Court is a qualifying employer for possible Public Service Loan Forgiveness.
- On-site fitness center.

Please visit our [Website](#) for more information about benefits and law clerk positions.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments and are considered “at-will” and may be terminated with or without cause or notice by the court. Employees of the U.S. District Court are not classified under Civil Service. The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#). This position is subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

The final candidate is subject to FBI Fingerprinting and a background investigation, including criminal history. Employment is provisional and contingent upon a successful background check.

Term law clerk appointments are limited to a total of four years, including all previous appointments held under a federal term law clerk capacity.

The U.S. District Court is an Equal Opportunity Employer