



UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO

212 North Wahsatch Avenue

Colorado Springs, CO 80903

www.cod.uscourts.gov

LAW CLERK – TERM

Vacancy Announcement #: 2024-08-USDC

POSITION:	Law Clerk – Term
POSITION TYPE:	Full-Time, Term Limited (Mon – Fri, 8:00 am to 5:00 pm MST)
SALARY RANGE:	<u>JSP 11/1 to JSP 13/1</u>* (\$74,361 – \$105,985) <i>*Starting salary is commensurate with qualifications, experience, and based upon Judicial Salary Plan (JSP) guidelines. Advanced in step placement may be available for current or prior federal employees based on highest previous rate rules.</i>
OPEN DATE:	Wednesday, February 7, 2024
CLOSING DATE:	Open until filled
AREA OF CONSIDERATION:	Open to all qualified individuals
LOCATION:	Colorado Springs, Colorado

The U.S. District Court for the District of Colorado is accepting applications for the position of Term Law Clerk to U.S. Magistrate Judge Maritza Dominguez Braswell. The position is supporting Judge Dominguez Braswell in Colorado Springs though hybrid work is possible for candidates interested in working from another location a few days a week. This position is expected to start in late August/early September and will be for an initial term of one year, though may be extended up to four additional years at the discretion of the judicial officer. Judge Dominguez Braswell will give strong preference to candidates willing to commit to at least a two-year term.

The law clerk will provide legal support to the Judge by conducting legal research, preparing memoranda, drafting orders, and acting as legal advisor. The clerk will also engage in docket management and interact with parties and attorneys on a regular basis.

Chambers is a team environment where clerks, the Judge, and the Courtroom Deputy support one another and work together to manage all cases and provide excellent public service. The successful candidate will be:

- a problem-solver;
- confident in their abilities, but cognizant of their limitations;
- inquisitive and eager to learn;
- a self-starter capable of prioritizing and triaging in the face of competing demands;
- kind and courteous in all interactions with staff, attorneys, and the public at large; and
- a strong writer with excellent analytical skills.

Additionally, top candidates will have a demonstrated commitment to their community and a desire to continue in that commitment.

MINIMUM QUALIFICATIONS

To qualify for a JSP 11/1, a person 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, 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 on 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 equivalent of one of the above.

To qualify for a JSP 12/1, a person must meet the above but also have at least one year of full-time legal work experience after graduation from law school and must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

To qualify for a JSP 13/1, a person must meet the above but also have at least two years of full-time legal work experience after graduation from law school and must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

Legal work experience is defined as progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received *after* graduation from law school. Major or substantial legal activities while on military duty may be credited on a month-for-month basis whether before or after graduation, but not to exceed one year before graduation from law school.

ADDITIONAL INFORMATION:

This position is considered a temporary appointment. Law clerks appointed to temporary appointments are subject to social security deductions and are eligible for healthcare coverage if the appointment is 90 days or more. Temporary law clerks are not eligible to participate in the retirement system or the Thrift Savings Plan.

All employees must adhere to the judiciary's [Code of Conduct](#). In addition, this position is subject to mandatory fund transfer (EFT) participation, adherence to 8 U.S.C. § 1324b(a)(3)(B) regarding hiring of lawful permanent residents, and an FBI fingerprint and/or background check. Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

HOW TO APPLY

Submit a complete application package online through [OSCAR](#).

- Application form AO78 (Download it [here](#))
- Cover letter & current resume;
- Writing sample;
- Law school transcripts;
- Contact information for two professional references.

Save and upload application form (AO78) as "Resume" through OSCAR. All applicants for this position must also complete the "Optional Background Information" section of the AO 78 (page 5) for consideration. Applications will be reviewed as they are received. Incomplete applications may not be considered.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER