



UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO
TERM LAW CLERK



VACANCY ANNOUNCEMENT # 2021-03-USDC

POSITION TYPE: Full-time position (Monday – Friday, 8:00 AM to 5:00 PM)

SALARY RANGE: JSP 11 - \$70,883
JSP 12 - \$84,960 (requires 1 year legal experience and bar membership)
JSP 13 - \$101,028 (requires 2 years legal experience and bar membership)

OPEN DATE: March 17, 2021
CLOSING DATE: Open Until Filled; preference given to those that apply by April 1, 2021

AREA OF CONSIDERATION: Open to All Qualified Individuals

LOCATION: Denver, Colorado

The U.S. District Court for the District of Colorado is seeking a Judicial Law Clerk (term) in the Chambers of U.S. Magistrate Judge Nina Y. Wang. Duty station is located at 901 19th Street, Denver, Colorado. The Judicial Law Clerk is a full-time position and eligible for federal government benefits. The position will commence on the applicant's start date and extend for a term of one year, with the possibility of additional year(s). Previous federal service as a Term Law Clerk will lessen the four-year total appointment. The Court prefers a start date nearest to September 7, 2021.

Position Overview

The Judicial Law Clerk (term) will provide legal support to the Judge by conducting legal research, preparing memoranda and draft orders, attending trials and other court proceedings, and acting as legal advisor. The Judge's Chamber is a hard-working but friendly environment.

Judicial Law Clerks (term) appointed to term appointments are subject to social security deductions and are eligible for health, dental, vision and life insurance coverage, and participation in judiciary supplemental benefit programs. Judicial Law Clerks (term) are not eligible to participate in the Federal Employees Retirement System (FERS) or the Thrift Savings Plan (similar to 401K). Based on the Judge's discretion, Judicial Law Clerks (term) may or may not be placed on the Leave Act.

Qualification Requirements

To qualify for the position of law clerk on the personal staff of a federal judge, a person must be a law school graduate from a law school of recognized standing, and have demonstrated one of the following accomplishments or proficiencies:

- A juris doctor degree from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above.

Legal Work Experience

Legal work experience is 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 if before graduation from law school.

Preferred Qualifications

Judge Wang strongly prefers applicants with the following qualifications:

1. Two-years or more of legal work experience after graduation from law school, and/or
2. Prior experience as a federal court law clerk after graduation from law school, and
3. Experience on the editorial board of a law review of such a school.

How to Apply

Applicants must apply through the Online System for Clerkship Application and Review, at <https://oscar.uscourts.gov/>. Through OSCAR, each applicant should submit:

1. A cover letter describing your legal experience and why you believe you are well-suited to the position in our Chambers;
2. Federal Judicial Branch Application for Employment (application form AO 78 can be found at www.cod.uscourts.gov under Employment Opportunities link located in the left margin of the home page);
3. A detailed and up to date résumé;
4. Two substantial writing samples which reflect no more than de minimis editing by a third person; and
5. Three references (including current telephone numbers). Letters of recommendation should not be submitted at this time.

Please note: if you have trouble uploading your application form AO 78, please email it to COD_HRD@cod.uscourts.gov with the subject line: 2021-03-USDC – Term Law Clerk.

Conditions of Employment

Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. The appointment is “at will” and contingent upon successful completion of a background investigation. Term Law Clerks are eligible for benefits, however, are not eligible for the retirement system or the Thrift Savings Plans (similar to 401k). Employees are subject to the Judicial Code of Conduct. *Full qualifications and contact information can be found via the full posting at www.cod.uscourts.gov.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS