



UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO

Alfred A. Arraj U. S. Courthouse

901 19th Street

Denver, CO 80294

www.cod.uscourts.gov

LAW CLERK

Vacancy Announcement #: 2023-02-USDC

POSITION:	Law Clerk – Term
POSITION TYPE:	Full-Time, Term Limited (Mon – Fri, 8:00 am to 5:00 pm)
SALARY RANGE:	<u>JSP 11/1 to JSP 13/1</u> (\$72,995 - \$104,038)* <i>*These numbers are based on 2022 Pay Tables and are subject to change. Starting salary depends on qualifications and experience.</i>
OPEN DATE:	Wednesday, December 7, 2022
CLOSING DATE:	Open until filled
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) for an opening in the Chambers of U.S. District Judge Nina Y. Wang. Duty station is located at 901 19th Street, Denver, Colorado. The Judicial Law Clerk is a permanent full-time position and is eligible for federal government benefits. The position will commence on the applicant's start date and extend for a term until August 16, 2024, with an opportunity to extend. The Court prefers a start date nearest to **May 8, 2023**.

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 Chambers is a hard-working but friendly environment.

The Judicial Law Clerk (term) appointment will be for a term of sixteen months. Term law clerk appointments are limited to a total of four years, including all previous appointments held under a federal term law clerk capacity. Candidates must have fewer than two years and eight months of previous term clerkship service to be appointed.

Judicial Law Clerks 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. Term law clerks are not eligible to participate in the federal employee's retirement system (FERS) or the Thrift Savings Plan (TSP). Based on the judge's discretion, term law clerks 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. Outlined below are the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable JSP grade levels.

JSP Grade 11 (annual salary \$72,995) - Must be a law school graduate.

JSP Grade 12 (annual salary \$87,491)

- Must be a law school graduate.
- One year of legal work experience following graduation from law school.
- Must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

JSP Grade 13 (annual salary \$104,038)

- Must be a law school graduate.
- At least 2 years of legal work experience following graduation from law school.
- Must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

Preferred Qualifications

Judge Wang strongly prefers applicants with the following qualifications:

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

How to Apply

Applicants must apply online through [OSCAR](#). 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](#)). Save and upload application 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.;
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 DO NOT send any application materials to us through any other means, including in hard copy or via email.

Only qualified applicants will be considered for an interview for this position. Applicants who do not timely submit all required materials, as stated in the How to Apply section of the Vacancy Announcement, will not be considered.

Applicants must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. The federal immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. Therefore, the U.S. Courts is responsible for ensuring that all new employees are eligible to work in the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) before placing the selected candidate on federal payroll. Proof of eligibility status will be required.

Information for Applicants

All applications received will be evaluated as one pool of applicants in review of employment experience, education, and knowledge/skills/abilities as directly related to the stated qualifications within the vacancy announcement.

The Court reserves the right to modify the conditions of this vacancy announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Multiple positions may be filled from this vacancy, and additional positions may be filled within 60 days of a closed vacancy utilizing the same applicant pool. This vacancy may be revised and re-posted with the approval of the Court Unit Executive or the Judicial Officer if the vacancy is for a chambers position.

Successful employment with the U.S. Courts is based on acceptable performance and is an at-will employment opportunity as determined by the Court Unit Executive or the Judicial Officer.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The selected applicant will be required to complete an FBI fingerprint and/or criminal background check. Retention in the position will depend on a favorable suitability determination by the Court Unit Executive or the Judicial Officer.

Due to increasing commuter costs, the high cost of parking in the downtown Denver area, and the decreasing availability of downtown parking, the U.S. Courts provide each permanent employee with an RTD EcoPass. The EcoPass provides unlimited transportation on RTD buses and Light Rail in and out of the downtown Denver area. The EcoPass is an employee benefit provided annually depending upon available funding.

Please see www.cod.uscourts.gov for overview of federal benefit package (under [Employment Opportunities](#)).

Electronic Funds Transfer (direct deposit) of pay is required.

The Court requires employees to adhere to a code of ethics and conduct as well as specific employee policies and performance expectations.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER