



UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO

Alfred A. Arraj U. S. Courthouse

901 19<sup>th</sup> Street

Denver, CO 80294

[www.cod.uscourts.gov](http://www.cod.uscourts.gov)

**REVISED<sup>1</sup>**

## TERM LAW CLERK

Vacancy Announcement #: 2024-10-USDC

<b>POSITION:</b>	Term Law Clerk
<b>POSITION TYPE:</b>	Full-Time Term Limited (Mon – Fri, 8:00 am to 5:00 pm)
<b>SALARY RANGE:</b>	<b>JSP 11/1 to JSP 13/1 (\$80,665 - \$114,970)*</b> <i>*Starting salary is commensurate with qualifications and experience. Advanced step placement may be available for current or prior federal employees based on highest previous rate rules.</i>
<b>OPEN DATE:</b>	Friday, March 8, 2024
<b>CLOSING DATE:</b>	Open until filled.
<b>AREA OF CONSIDERATION:</b>	Open to all qualified Individuals
<b>LOCATION:</b>	Denver, Colorado

The U.S. District Court, for the District Court of Colorado has an opening for a judicial law clerk in the chambers of U.S. District Judge Charlotte N. Sweeney. This position is expected to commence on September 1, 2025, and will start as a term of one year with potential to extend up to two years.

The law clerk will provide legal support to the Judge by conducting legal research, preparing memoranda, drafting orders, attending trials and other court proceedings, and acting as legal advisor. The clerk also must maintain a courteous and professional demeanor within chambers, the Court, the bar, and with the public at large.

### 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:

- 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
- 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.

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<sup>1</sup> Revised on May 8, 2024, to change to Term Law Clerk position only, and to update potential start date from April 2025 to September 2025.

## **PREFERRED QUALIFICATIONS**

Judge Sweeney 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.

## **ADDITIONAL INFORMATION:**

Term law clerk appointments are limited to a total of four years, including all previous appointments held under a federal term law clerk capacity. Term law clerks are subject to social security deductions and are eligible for health, dental, vision, and life insurance coverage. 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. Career law clerks are eligible for all [Federal Judiciary Benefits](#).

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**

Applicants must apply through [OSCAR](#). Through OSCAR, each applicant should submit:

- Cover letter
- Current resume;
- Application form AO78 (Download it [here](#)). All applicants for this position must also complete the "Optional Background Information" section of the AO 78 (page 5) to be considered;
- Two substantial writing samples which reflect no more than de minimis editing by a third party; and
- Contact information for three professional references.

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.

**THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER**