



UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO
Alfred A. Arraj U. S. Courthouse
901 19th Street
Denver, CO 80294
www.cod.uscourts.gov

TERM LAW CLERK

Vacancy Announcement: 2025-04-USDC

POSITION:	Term Law Clerk
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 (\$82,440 - \$117,501)*</u> <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>
OPEN DATE:	January 15, 2025
CLOSING DATE:	Open until filled.
AREA OF CONSIDERATION:	Open to all qualified Individuals
LOCATION:	Denver, Colorado

The U.S. District Court, for the District Court of Colorado has an opening for a judicial law clerk (term) in the chambers of U.S. District Judge S. Kato Crews, with a start date October 6, 2025. The term is expected to last two years contingent upon ongoing satisfactory job performance, ending on September 30, 2027.

The term law clerk supports the Judge in managing a busy civil and criminal docket. The term law clerk researches all manner of legal issues, drafts orders, prepares pre-hearing bench memoranda that identify issues for the Judge and questions for the parties, attends trials and other court proceedings, and otherwise assists and supports the Judge in preparing for civil and criminal hearings, trials, or other business of the U.S. District Court and the Judge. The term law clerk may also assist the Judge in preparing for the Judge's extrajudicial activities (such as civic, community, and educational engagements) that concern the law, the legal system, or the administration of justice. The term law clerk also must maintain a courteous and professional demeanor within chambers, the Court, the bar, and with the public at large.

MINIMUM QUALIFICATIONS FOR JUDICIAL SALARY PLAN (JSP) LEVELS

To qualify for a JSP 11/1, a person must be a graduate 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.

PREFERRED QUALIFICATIONS OF THE APPOINTING JUDGE

Judge Crews prefers applicants with the following qualifications:

- a) At least one full year of active litigation experience after graduation from law school, or at least one year of experience as a judicial law clerk for a federal district or magistrate judge.
- b) Experience on the editorial board of a law review or law journal, or other demonstrated meaningful legal research and writing experience.
- c) Demonstrated civic or community engagement.

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. Please visit [Benefits Overview](#) to view all federal judiciary employee 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. 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.

Finalists for the position should expect to complete a writing exercise to assist the Judge in the selection process.

HOW TO APPLY

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

1. Cover letter;
2. Current resume;
3. Application form AO78 (Download it [here](#)). Save and upload application as "Resume" through OSCAR. All applicants for this position must also complete the "Optional Background Information" section of the AO78 (page 5) for consideration;
4. Two substantial writing samples that are significantly your own work, with at most minimal edits by others;
5. Law school and undergraduate transcripts;
6. Contact information for three professional references; and
7. Two letters of recommendation.

Incomplete applications may not be considered. Please DO NOT send any application materials to us through any other means, including in hard copy or via email. Contact our HR Division at 303-335-2494, with any questions concerning this announcement.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER