



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)

## LAW CLERK – TEMPORARY TERM

Vacancy Announcement #: 2025-13-USDC

POSITION:	Law Clerk – Temporary Term
POSITION TYPE:	Full-Time (Mon – Fri, 8:00 am to 5:00 pm MST)
SALARY RANGE:	<a href="#">JSP 11/1 to JSP 14/1</a> * (\$82,440 - \$138,850 - DEN) <i>Pay rate will be determined by the official duty station locality pay table. Advanced in-step placement may be available for current or prior federal employees based on highest previous rate rules.</i>
OPEN DATE:	April 1, 2025
CLOSING DATE:	Open until filled.
AREA OF CONSIDERATION:	Open to all qualified Individuals
LOCATION:	Denver, Colorado (remote considered)

The U.S. District Court for the District of Colorado has an opening for a temporary term law clerk in the chambers of U.S. Magistrate Judge Susan Prose. The term is available to start immediately, though we are flexible, and will end on August 31, 2025.

**This position is for lawyers and graduating law students who have excellent skills in legal research, analysis, and writing. It requires true enjoyment of research and writing, and the ability to focus on those tasks for nearly all of your working hours.** The term law clerk works under the supervision of Judge Prose to draft orders, manage civil cases, and prepare the Judge for hearings (and in consent cases, also for trials). The job requires a spirit of teamwork, lifelong learning, and public service to keep up with a busy federal docket. A courteous and professional demeanor is also a key quality for this position. Chambers staff interact with other Court staff, the bar, pro se litigants, and the public.

### 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.

To qualify for a JSP 14/1, a person must meet the above but also have at least three years of full-time legal work experience after graduation from law school, with two of those years as a federal chambers law clerk or staff attorney and must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

### **PREFERRED QUALIFICATIONS**

The Judge prefers candidates who have at least one of the following:

- (a) At least two years of federal litigation experience that includes research, analysis, and writing without significant direction or editing from others,
- (b) At least one year of experience as a judicial law clerk for a federal district or magistrate judge, or
- (c) Graduation in the top third of the law school class with demonstrated excellence in legal writing.

### **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 insurance coverage. Law clerks under temporary appointments are subject to social security deductions but are not eligible for healthcare coverage *if* the appointment is less than 90 days. Term law clerks are not eligible to participate in the federal employee's retirement system (FERS) or the Thrift Savings Plan (TSP), unless transferring from a retirement covered position without a break in service. Based on the Judge's discretion, term law clerks may or may not be placed on the Leave Act.

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.

### **HOW TO APPLY**

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

1. Application form AO78 (Download it [here](#)). All applicants for this position must also complete the "Optional Background Information" section of the AO78 (page 5) for consideration;
2. Cover letter explaining why you are interested in this position (please no form letters);
3. Current résumé;
4. Writing sample that is *substantially your own work, with at most minimal edits, comments, or direction by others*;
5. Current law school and undergraduate transcripts;
6. Contact information for three professional references.

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.

**For candidates chosen to interview, Judge Prose may also require applicants to complete a writing assignment.**

Contact our HR Division at [cod\\_hrd@cod.uscourts.gov](mailto:cod_hrd@cod.uscourts.gov) with questions.

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