



## TERM LAW CLERK

Vacancy Announcement: 2025-17-USDC

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<b>POSITION:</b>	<b>Term Law Clerk</b>
<b>POSITION TYPE:</b>	<b>Full-time, term position (less than 90 days).</b>
<b>TERM DATES:</b>	<b>June 16, 2025 through August 1, 2025</b>
<b>SALARY RANGE:</b>	<b><a href="#">JSP 11/1 to JSP 13/1 - Pay Table RUS (\$73,939 – \$105,383)*</a> <i>*Starting salary is commensurate with qualifications and experience. Advanced in step placement may be available for current or prior federal employees based on highest previous rate rules. Pay setting will also depend on duty station, if remote.</i></b>
<b>OPEN DATE:</b>	<b>May 8, 2025</b>
<b>CLOSING DATE:</b>	<b>Open until filled.</b>
<b>AREA OF CONSIDERATION:</b>	<b>Open to all qualified individuals</b>
<b>LOCATION:</b>	<b>Grand Junction or Denver, Colorado (or fully remote)</b>

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District Judge Gordon P. Gallagher has an opening for a short term (less than 90 days) law clerk in his chambers in Grand Junction, Colorado, to start on/around June 16, 2025 and end on/around August 1, 2025. Job duties include conducting legal research and drafting orders and jury instructions for his civil and criminal dockets. Excellent analytical and writing skills, as well as strong organizational and time management skills, are essential. As some court proceedings may be conducted remotely, familiarity with videoconferencing technology is beneficial. Consideration will be given to applicants with federal clerkship experience.

Please note that the duty station will be Grand Junction, Colorado, a small city located about 250 miles/4.5 hours west of Denver and approximately the same distance from Salt Lake City, although due to the short-term nature of the position, remote candidates will be considered.

### 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:

- (a) 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;
- (b) Experience on the editorial board of a law review of such a school;
- (c) Graduation from such a school with an LLM degree; or
- (d) 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.

Legal work experience is defined as 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 before graduation from law school.

**ADDITIONAL INFORMATION:**

Term law clerk appointments are limited to a cumulative total of four years, including all previous appointments held under a federal term law clerk capacity. Because this position is less than 90 days, the incumbent will not be eligible for life, health, dental, or vision insurance coverage. Term law clerks are also not eligible to participate in the federal employee's retirement system (FERS) or the Thrift Savings Plan (TSP).

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**

Submit a complete application package online through [OSCAR](#).

1. Cover letter;
2. Resume;
3. Writing sample (consisting of your own un-edited work);
4. Law school transcript;
5. 1-2 letters of recommendation.

Only qualified applicants will be considered for an interview for this position. Interviews will be conducted by video and will be scheduled on a rolling basis as applications are reviewed. Applicants who do not submit all required materials, as stated in the How to Apply section of the Vacancy Announcement, will not be considered.

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