



TERM LAW CLERK

Vacancy Announcement: 2025-16-USDC

POSITION: Term Law Clerk

POSITION TYPE: Full-time, temporary term position.

SALARY RANGE: [JSP 11/1 to JSP 14/1](#) (\$82,440 - \$138,850)*

**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.*

OPEN DATE: May 8, 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 term judicial law clerk in the chambers of Senior U.S. District Judge R. Brooke Jackson. This position is expected to commence June 2, or shortly thereafter, and will start as a one year term with potential for extension as determined by the Judge.

The law clerk will provide legal support to the Judge by conducting legal research, preparing bench memoranda, drafting orders, drafting jury instructions, 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. This position supports a senior judge with a reduced caseload, primarily civil rather than criminal, so the law clerk would be expected to assist other judges as needed. The law clerk would also handle administrative tasks generally done by a judicial assistant.

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.

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 and must be a member of the bar of a state, territorial, or federal court of general jurisdiction. In addition, two of the three required years of legal work experience must have been served in the federal judiciary. Qualifying legal work experience is experience in a court unit or federal public defender organization within the federal judiciary for which a Juris Doctor and membership of the bar of a state, territory, or federal court of general jurisdiction is a minimum qualification requirement, or as a Supreme Court Fellow.

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.

PREFERRED QUALIFICATIONS

- Prior experience as a federal district or state appellate court law clerk;
- Three or more years of legal experience;
- In-depth knowledge of substantive legal areas frequently raised in federal trials;
- Excellent interpersonal skills, including a good sense of humor;
- High ethical standards and a commitment to justice and the rule of law;
- Superior organizational skills, including the ability to work independently on multiple tasks; and
- Exceptional integrity and professionalism, particularly with respect to work product, attitude, and demeanor.

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. Term law clerks are subject to social security deductions and are eligible for health, dental and vision 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.

HOW TO APPLY

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

- A cover letter;
- A résumé;
- Law school transcripts;
- One substantial writing sample which reflects no more than de minimis editing by a third party;
- Contact information for three professional references; and
- 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.

Please DO NOT send any application materials to us through any other means, including in hard copy.

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