



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**

Vacancy Announcement #: 2025-20-USDC

<b>POSITION:</b>	<b>Judicial Law Clerk</b>
<b>POSITION TYPE:</b>	<b>Full-Time, Term Limited</b> <b>(Mon – Fri, 8:30 am to 5:30 pm)</b>
<b>SALARY RANGE:</b>	<b>JSP 11/1 to JSP 13/1 (\$82,440 - \$117,501)</b> <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.</i>
<b>OPEN DATE:</b>	<b>6/03/2025</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>Denver, Colorado</b>

The U.S. District Court for the District of Colorado has an opening for a judicial law clerk (term) in the chambers of U.S. Magistrate Judge Cyrus Y. Chung, with a start date of September 2, 2026. This term is expected to last approximately two years, starting on September 2, 2026, and ending on September 1, 2028.

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 the position of law clerk on the personal staff of a federal judge at 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 if before graduation from law 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), unless transferring from a covered (career) 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. 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**

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

- 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;
- Cover letter addressing the following:
  - Your interest in clerking for Judge Chung and the U.S. District Court for the District of Colorado; and
  - Anything unique about your background or experience that will contribute to the work environment and work product in Judge Chung's chambers.
- Current resume;
- Writing sample;
  - A cover sheet should accompany the writing sample indicating how much of it is the applicant's own work and certifying that it was written without the assistance of an AI tool;
- Law school transcripts;
- Contact information for three professional references; and
- (Optional) Up to three letters of recommendation, which may, but need not, be from the professional references listed in the application.

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 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**