



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)

## TERM LAW CLERK

Vacancy Announcement: 2026-5-USDC

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<b>POSITION:</b>	<b>Term Law Clerk</b>
<b>POSITION TYPE:</b>	<b>Full-Time Term Limited (Mon – Fri, 8:00 am to 5:00 pm)</b>
<b>SALARY RANGE:</b>	<b><u>JSP 11/1 to JSP 13/1</u> (\$83,265 - \$118,675)*</b> <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>
<b>OPEN DATE:</b>	<b>December 22, 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>

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The United States District Court for the District Court of Colorado has an opening for a judicial law clerk (term) in the chambers of United States Magistrate Judge Susan Prose, with a start date of April 13, 2026. This term is initially expected to last through April 13, 2027; however, Judge Prose will consider offering a one-year extension (through April 2028), contingent upon ongoing satisfactory job performance.

The judicial law clerk (term) will provide legal support to the Judge by conducting legal research, preparing memoranda and draft orders, attending trials and other court proceedings, and acting as legal advisor. The Judge's Chambers is a hardworking but friendly environment.

### 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:

- 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; or
- c) 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 Prose strongly prefers applicants with the following qualifications:

- a) Two years or more of legal work experience after graduation from law school, particularly in litigation, and/or
- b) Prior experience as a federal court law clerk after 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). 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. A detailed cover letter describing your legal experience and why you believe you are well-suited to the position in our Chambers;
2. A detailed and up-to-date résumé;
3. Federal Judicial Branch Application for Employment (application form [AO 78](#)). Save and upload the application as a "Resume" through OSCAR. All applicants for this position must complete the "Optional Background Information" section of the AO 78 (page 5) to be considered;
4. Law school transcripts;
5. Two substantial writing samples that reflect no more than de minimis editing by a third party; and
6. Three references (including current telephone numbers). Letters of recommendation should not be submitted at this time.

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**