



## Court Law Clerk

Vacancy Announcement #: 2026-28-USDC

<b>POSITION:</b>	<b>Court Law Clerk</b>
<b>POSITION TYPE:</b>	<b>Full-Time &amp; Part-Time, Term Limited (Mon-Fri, 8:00 am to 5:00 pm)</b>
<b>SALARY RANGE:</b>	<b><a href="#">JSP 11/1 to JSP 13/1</a> - (\$83,625-\$118,675) Denver Pay Table <i>*Starting salary is commensurate with qualifications, experience, and based upon Judicial Salary Plan (JSP) guidelines. Advanced step placement may be available for current or prior federal employees under highest previous rate rules.</i></b>
<b>OPEN DATE:</b>	<b>Monday, June 8, 2026</b>
<b>CLOSING DATE:</b>	<b>Open until filled; preference given to those who apply by close of business June 29, 2026</b>
<b>AREA OF CONSIDERATION:</b>	<b>Open to all qualified individuals</b>
<b>LOCATION:</b>	<b>Denver, Colorado</b>

*The Court reserves the right to cancel and/or modify this vacancy announcement as needed.*

The United States District Court for the District of Colorado is seeking qualified candidates for one full-time and one part-time court law clerk positions to begin on October 1, 2026. The term is one year, with the possibility of extension for an additional year. These positions report to the Chief Judge of the District Court. The time that an individual serves as a court law clerk counts against the four-year service limit that applies to all term law clerks.

### REPRESENTATIVE DUTIES

A court law clerk provides legal research and writing assistance to the judges of the District Court; drafts orders, memoranda, and opinions; and may perform other administrative duties for chambers.

### 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:

- 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.

### **PREFERRED QUALIFICATIONS**

The Court 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, and
- c) Experience on the editorial board of a law review.

### **ADDITIONAL INFORMATION:**

Term appointments are limited to a total of four years, including all previous appointments held under a federal term law clerk capacity. Term clerks are subject to social security deductions and are eligible for health, dental, vision, and life insurance coverage. Term clerks are not eligible to participate in the federal employee's retirement system (FERS) or the Thrift Savings Plan (TSP). At the discretion of the appointing judge and the Court, 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](#). This position is subject to mandatory electronic funds transfer (EFT) participation, compliance with 8 U.S.C. § 1324b(a)(3)(B) regarding the hiring of lawful permanent residents, and successful completion of an FBI fingerprint check and/or background investigation. Appointment is provisional pending a favorable suitability determination. 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;
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.

Candidates interested in part-time work should indicate that preference in their application materials and include the desired work schedule. Please note that pay, leave accrual, benefits eligibility, and employer contributions may vary for part-time employees based on the work schedule and applicable judiciary policies. For general information regarding benefits for part-time federal employees, applicants may review OPM's [Part-Time benefits guidance](#).

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**