



U.S. District Court Western District of Arkansas

Term Law Clerk to a U.S. Magistrate Judge

Announcement #: 23-USDC-05
Duty Location: Fort Smith, Arkansas
Position Type: Full-Time Regular
Classification Level: Judiciary Salary Plan Grades 11-13
Salary Range: \$69,107 - \$98,496 annually (depending on experience and qualifications)
Opening Date: Wednesday, November 15, 2023
Closing Date: Open until filled; preference given to applications received by Friday, December 1, 2023

POSITION OVERVIEW

The United States District Court for the Western District of Arkansas is seeking a full-time term law clerk position to a U.S. Magistrate Judge. This position is anticipated to cover a one-year term, though may be extended at the discretion of the successful applicant and the Judge for an additional period not to exceed a total of four years. Responsibilities of this position may include but are not limited to the following:

- Research substantive issues of federal and state law;
- Draft legal memoranda, opinions, and orders;
- Analyze statutes, regulations, and substantive issues in all areas of civil and criminal law;
- Perform case management and other administrative desk duties;
- Provide legal counsel and support to the judge; and
- Exhibit the highest standards of excellence and integrity.

QUALIFICATIONS & REQUIREMENTS

For consideration, an applicant must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) with an excellent academic record and excellent research and writing skills.

The table below shows the number of years of legal work experience required for each Judiciary Salary Plan (JSP) grade level as well as annual salary information. Please note that appointment to JSP 12 or above requires that the applicant be a member of the bar of a state, territory, or federal court of general jurisdiction.

JSP Grade Level	Legal Work Experience (Post-Graduation)	Bar Membership Required
JSP Grade 11 - \$69,107	0	No
JSP Grade 12 - \$82,830	One full-time year	Yes
JSP Grade 13 - \$98,496	Two full-time years	Yes

Legal work experience is 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.

EMPLOYEE BENEFITS

Law Clerks appointed to term appointments for at least one year and one day are eligible for the following benefits:

- Eleven (11) paid Federal holidays
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits under the Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement

*Term Law Clerks are not eligible to participate in the Federal Employees Retirement System (FERS) or Thrift Savings Plan (TSP).

HOW TO APPLY

Qualified applicants should submit a complete packet which includes: a letter of interest, a writing sample not to exceed ten pages, a current and detailed resume, name, address, and telephone number of three professional references, and a completed Application for Judicial Branch Federal Employment (Form AO-78). You may download this application from the U.S. Courts website at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>. Attachments must be saved as a single PDF file. Please reference the vacancy announcement number in the subject of the email. Email your complete packet to: Kara_Pittman@arwd.uscourts.gov.

ADDITIONAL INFORMATION

- Applicants must be United States citizens or eligible to work in the United States.
- Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- This is a sensitive position within the Judiciary. The selected candidate will be subject to a criminal history background check and a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.
- The court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time before the closing date.
- The Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need reasonable accommodation, please notify Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. The United States District Court for the Western District of Arkansas is an Equal Opportunity Employer and values diversity in the workplace.

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