

UNITED STATES DISTRICT COURT District of Nebraska

Position Announcement No. 16-12

Position: Judicial Law Clerk – Full Time - Term
Location: Omaha, Nebraska
Starting Salary: Commensurate with experience and qualifications.
Salary Range: \$59,246 - \$109,781 (JSP 11/1 – 13/10)
Opening Date: Thursday, November 10, 2016
Closing Date: Wednesday, November 30, 2016 – close of business 4:30 p.m.
Career Opportunity: JSP 13/10

*Starting salary is set considering human resource policies, qualifications, experience and applicant's current salary or federal pay grade.

Position Overview

The Honorable Laurie Smith Camp, Chief United States District Judge in Omaha, Nebraska, is seeking a chambers term law clerk to start on January 3, 2017. The length of the term is two years, with potential of yearly renewals up to a maximum term of four years. Excellent academic (top third of graduating law school class) and research and writing skills required.

Representative Duties

- Perform legal research, and prepare memos, orders, correspondence, and opinions for the Judge's consideration;
- Review dockets of pending litigation and monitor progress;
- Assist the Judge during courtroom proceedings;
- Demonstrate a proficiency in computer technical skills;
- Interact with staff of the Clerk's Office and members of the Bar; and
- Perform clerical/administrative duties for chambers management.

Qualifications

To qualify for the position of law clerk on the personal staff of a federal judge, 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 one or more of the following attributes:

- 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
- Demonstrated proficiency in legal studies, which in the opinion of the judge is the equivalent of one of the above.

Some examples of criteria that are considered to be acceptable as equivalent include:

- Publication of a noteworthy article in a law school student publication or other scholarly publication;
- Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
- Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
- Participation in the legal aid or other law school clinical program sanctioned by the law school. In order to receive credit, participation and experience could not have been for academic credit; or
- Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school (i.e., working one's way through college).

Application Process

Applicants must submit an application package composed of:

- A cover letter.
- A detailed resume that includes full educational background, continuing education, legal training, facilitation/presentation skills, second language/sign language proficiencies, military service, community service/civic involvement, work with under-represented populations, and internships.
- A writing sample.
- A completed AO 78 Application for Judicial Branch Employment. The form AO 78 is available on the court's website at:
<http://www.ned.uscourts.gov/public/employment-opportunities/>
- A PDF of the completed application package. Application packages not received in PDF format will be considered incomplete.

Send the completed application package to: USDCHR@ned.uscourts.gov

Incomplete application packages and applications received after the closing date will not be considered.

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. Due to the volume of applications received, the court will only communicate with those applicants who will be interviewed.

The United States District Court will not be responsible for expenses associated with traveling for interviews or for relocating the successful candidate. References will not be required until an applicant is considered a finalist. Final candidates are subject to a background security check. All application information is subject to verification. Appointment to this position is contingent upon successful completion of a background check, including fingerprint and criminal record checks. An applicant selected for the position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

Employees of the United States District Court are not included in the government's Civil Service classification, but are under an excepted appointment and therefore serve at will. All judiciary employees are required to adhere to the [Judicial Code of Conduct](#), which is available upon request. Applicants must be United States citizens or eligible to work in the United States. The United States District Court for the District of Nebraska is an equal

opportunity employer and has a strong commitment to achieving diversity among staff. In particular, members of under-represented groups are strongly encouraged to apply.

The Court reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

Benefits

Benefits include ten paid holidays, paid vacation and sick leave, participation in the Federal Retirement Systems, optional participation in a cafeteria plan federal health insurance program, group life insurance, and group long-term disability insurance. Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

The United States District Court is an Equal Opportunity Employer