



Denise M. Lucks
Clerk of Court

Omaha
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Omaha, NE 68102

Lincoln
100 Centennial Mall N.
Lincoln, NE 68508

www.ned.uscourts.gov

Important Dates

Opening Date:
April 11, 2024

Closing Date:
May 1, 2024

Apply to:

USDCHR@ned.uscourts.gov

The District of Nebraska is an Equal Opportunity Employer and has a strong commitment to achieving diversity among staff.

Mission

The U.S. District Court for the District of Nebraska exists to maintain and perpetuate a law-abiding society by preserving the rule of law through just and orderly resolution of disputes.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT - DISTRICT OF NEBRASKA

Position: Judicial Law Clerk – Term
Vacancy: 24-07
Classification: JSP 11/1 – 13/10
Salary Range: \$72,553 - \$134,435*
Duty Station: Lincoln Status: Full-time
Open to: All qualified candidates Number of Positions: One (1)

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

POSITION OVERVIEW

The Honorable Susan M. Bazis, United States District Judge in Lincoln, Nebraska, is seeking a chambers term law clerk to start immediately. Excellent academic (top third of graduating law school class), research, and writing skills required.

Duties include, but are not limited to, the following:

- Provides information, guidance, and advice to the judge in connection with pending civil and criminal litigation and manages special projects and other administrative duties for the judge as needed.
- Drafts appropriate recommendations and orders for the Court's signature.
- Reviews complaints, petitions, motions, and pleadings that have been filed to determine issues involved and basis for relief.
- Performs research as required.
- Maintains liaison between the Court and litigants; corresponds with other Court officials and personnel.
- Reviews docket of pending litigation to assure proper progress. Keeps Court advised of those cases where action by the Court is appropriate.
- Occasional travel may be required.

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 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

Benefits Package

- Health, dental, vision, and life
 - Health and dependent reimbursement accounts
 - Student loan forgiveness
 - Paid federal holidays
 - Parking
 - On-site fitness facility
- <http://www.uscourts.gov/careers/benefits>

Conditions of Employment

- Applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Appointment to this position is contingent upon successful completion of a background check, including fingerprint and criminal record checks.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

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. 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 PROCEDURE

Applicants must submit a PDF document to USDCHR@ned.uscourts.gov to include a:

- Cover letter
- Resume
- Writing sample

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. References will not be required until an applicant is considered a finalist. All application information is subject to verification.

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.

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