



VACANCY ANNOUNCEMENT

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF NEW YORK

Address: 100 State Street, Rochester, NY

Website: www.nywd.uscourts.gov



Position: **Term Law Clerk**

The lifetime limitation for term appointments allows a law clerk to serve in the Judiciary for no more than four cumulative years.

Vacancy: **24-22**

Duty Station: **Rochester, New York**

Salary: **JSP Grade 11 (\$72,883-\$94,745)**
JSP Grade 12 (\$87,357-\$113,560)
JSP Grade 13 (\$103,878-\$135,045)
Salary commensurate with experience and education

Overview

The United States District Court for the Western District of New York is seeking a law clerk to support a United States Magistrate Judge.

Law clerks provide the Court with procedural and substantive legal advice regarding the disposition and efficient completion of cases. They review, summarize, research, and analyze matters before the Court. Their research and recommendations assist the Court in resolving legal arguments presented and in deciding cases expeditiously. [CLICK HERE](#) to view a brief video about legal professionals working in the Courts.

Representative Duties

- Conduct legal research
- Review case records and filings, and analyze options
- Draft legal memoranda and propose opinions and orders
- Discuss legal analysis with the Judge
- Provide procedural information to litigants and counsel
- Perform case management and other duties associated with the administration of cases

How to Apply

Please submit a cover letter, resumé, and AO78 Application for Judicial Branch Federal Employment (available at www.uscourts.gov) as a single PDF attachment by email to:

applications@nywd.uscourts.gov

subject line “Term Law Clerk, Reference No. 24-22.” Save the documents as one PDF, using your firstname_lastname. When the AO78 is filled out electronically and returned by email, the fillable form must first be resaved and submitted as a non-fillable PDF before submission, otherwise the form will appear blank. **Applicants are required to complete the AO78, page 5, Optional Background Information.** Only candidates selected for an interview will be notified and must travel at their own expense.

Important Dates

Application Deadline: Until filled
Position Available: January 6, 2025

District Overview

The District’s jurisdiction encompasses the 17 most western counties of Upstate New York, with courthouses located in Buffalo and Rochester. The District is comprised of 8 United States District Judges, 7 United States Magistrate Judges, and approximately 100 employees.

Qualification Requirements

To qualify, eligible candidates must have graduated from law school and be admitted to the bar.

Preferred Qualifications/Court Preferred Skills

Prior federal clerkship experience, at least two years' experience as practicing attorney, standing within the upper quarter of law school, superior analytical ability and strong legal research and writing skills, and experience on the editorial board of a law review or law journal preferred.

Organizational Relationship

This position reports directly to a United States Magistrate Judge.

Benefits

Click [HERE](#) to learn more about the Judiciary's benefits.

Background Investigation

This is a sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an Office of Personnel Management background check and a favorable suitability determination.

Applicant Information

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit.

The United States District Court for the Western District of New York is an Equal Opportunity Employer.