



UNITED STATES DISTRICT COURT – DISTRICT OF COLORADO

Alfred A. Arraj U. S. Courthouse

901 19th Street

Denver, CO 80294

www.cod.uscourts.gov

LAW CLERK

Vacancy Announcement #: 2022-15-USDC

POSITION:	Law Clerk – Term
POSITION TYPE:	Full-Time, Term Limited (Mon – Fri, 8:00 am to 5:00 pm)
SALARY RANGE:	<u>JSP 11/1 to JSP 13/1</u> (\$72,995 - \$104,038)* <i>*Starting salary is commensurate with qualifications and experience. Advanced in step placement may be available for current or prior federal employees based on highest previous rate rules.</i>
OPEN DATE:	Tuesday, July 26, 2022
CLOSING DATE:	Open until filled, with preference given to those who apply by August 5, 2022
AREA OF CONSIDERATION:	Open to all qualified Individuals
LOCATION:	Denver, Colorado

The U.S. District Court for the District of Colorado is seeking a Judicial Law Clerk (term) for an immediate opening in the Chambers of U.S. District Judge Nina Y. Wang. Duty station is located at 901 19th Street, Denver, Colorado. The Judicial Law Clerk is a permanent full-time position and is eligible for federal government benefits. The position will commence on the applicant's start date and extend for a term of one year. The court prefers the selected candidate to start as soon as possible, but no later than September 6, 2022.

POSITION OVERVIEW

The Judicial Law Clerk (term) will provide legal support to the Judge by conducting legal research, preparing memoranda and draft orders, attending trials and other court proceedings, and acting as legal advisor. The Judge's Chambers is a hard-working but friendly environment.

The Judicial Law Clerk (term) appointment will be for a term of one year. Candidates must have fewer than four years of previous federal service as a Judicial Law Clerk (term) to be appointed.

Judicial Law Clerks (term) appointed to term appointments are subject to social security deductions and are eligible for health, dental, vision and life insurance coverage, and participation in judiciary supplemental benefit programs. Judicial Law Clerks (term) are not eligible to participate in the Federal Employees Retirement System (FERS) or the Thrift Savings Plan. Based on the Judge's discretion, Judicial Law Clerks (term) may or may not be placed on the Leave Act.

MINIMUM QUALIFICATIONS

To qualify for a JSP 11/1, 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 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.

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 from law school.

PREFERRED QUALIFICATIONS

Judge Wang strongly prefers applicants with the following qualifications:

- (a) Four years or more of legal work experience after graduation from law school, 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 of such a school.

ADDITIONAL INFORMATION:

All employees must adhere to the judiciary's [Code of Conduct](#). In addition, this position is subject to mandatory fund transfer (EFT) participation, adherence to 8 U.S.C. § 1324b(a)(3)(B) regarding hiring of lawful permanent residents, and an FBI fingerprint and/or background check. Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

All applications received will be evaluated as one pool of applicants in review of employment experience, education, and knowledge/skills/abilities as directly related to the stated qualifications within the vacancy announcement.

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. Multiple positions may be filled from this vacancy, and additional positions may be filled within 60 days of a closed vacancy utilizing the same applicant pool. This vacancy may be revised and re-posted with the approval of the Court Unit Executive or the Judicial Officer if the vacancy is for a chambers position.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The selected applicant will be required to complete an FBI fingerprint and/or criminal background check. Retention in the position will depend on a favorable suitability determination by the Court Unit Executive or the Judicial Officer.

Due to increasing commuter costs, the high cost of parking in the downtown Denver area, and the decreasing availability of downtown parking, the U.S. Courts provide each permanent employee with an RTD EcoPass. The EcoPass provides unlimited transportation on RTD buses and Light Rail in and out of the downtown Denver area. The EcoPass is an employee benefit provided annually depending upon available funding.

Please visit [Benefits Overview](#) to view all federal judiciary employee benefits.

HOW TO APPLY

Applicants must apply through the Online System for Clerkship Application and Review ([OSCAR](#)). Through OSCAR, each applicant should submit:

- (a) A cover letter describing your legal experience and why you believe you are well-suited to the position in our Chambers;
- (b) A detailed and up-to-date résumé;
- (c) Federal Judicial Branch Application for Employment uploaded with or as 2nd résumé (application form AO 78 can be downloaded [here](#));
- (d) Two substantial writing samples which reflect no more than de minimis editing by a third person; and
- (e) Three references (including current telephone numbers). Letters of recommendation should not be submitted at this time.

Please DO NOT send any application materials to us through any other means, including in hard copy or via electronic mail.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER