



United States Courts District of Montana

Vacancy Announcement

Law Clerk to U.S. Magistrate Judge

Vacancy Announcement:	02C:2017
Positions Available (2):	Term Law Clerk
Appointment Date:	Early December, 2016
Opening Date:	September 29, 2016
Closing Date:	Open until filled, with priority consideration given to applications received by October 21, 2016
Salary Range:	JSP 11-14 (\$59,246 - \$129,723), based on post-JD legal experience and bar membership

Overview of the Position:

The United States District Court for the District of Montana is currently accepting applications for two law clerk positions in the chambers of U.S. Magistrate Judge Timothy J. Cavan (expected appointment on December 1, 2016). These positions are located in Billings, Montana and are full time. Term law clerks are appointed for one to two year terms (maximum lifetime term limit of four years), with the possibility of career (permanent) appointment for one position, at the discretion of the judge. Both positions are eligible for federal government benefits.

The judicial law clerk acts as a legal advisor, conducts research on issues of law in order to make recommendations to the magistrate judge, prepares memoranda and orders, drafts opinions, verifies citations, completes reports for recommendations in pending cases and jury instructions. There is daily interaction with the judge, other chambers staff, and clerk's office employees concerning legal and court-related issues. A judicial law clerk communicates with counsel regarding case management and procedural requirements, attends trials and other court proceedings to assist the judge, and performs other administrative duties as assigned.

Qualifications:

To qualify for the position of law clerk, an applicant must be a graduate of an accredited law school, have excellent academic credentials (upper 1/3 of law school class), possess superior legal research and writing skills, and be proficient in computer-assisted research. Applicants must have

exceptional organizational skills, the ability to multitask, be detail-oriented, work independently, and establish and meet deadlines.

Conditions of Employment:

Selectees will be subject to an FBI background check. Employment will be considered provisional until the FBI background check is completed. Selectees must be a United States citizen or meet appropriations act citizenship requirements for federal employment.

Employees of the federal judiciary must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judicial Policy*, and are bound by the ethical standards established by the chief judge and the *Code of Conduct for Judicial Employees*.

Employees of the federal judiciary are considered at will employees and are not covered by the Office of Personnel Management's civil service classification system or regulations. Employees are required to use electronic fund transfer for payroll (direct deposit).

Application Procedures:

Qualified applicants should submit **by email only** the following materials in **PDF format**:

- Cover letter/narrative describing legal experience and suitability for the position;
- Detailed and current resume with daytime telephone number and email address;
- Writing sample (no more than 10 pages in length);
- List of three professional references (including current telephone number and email address); and
- Law school transcripts (unofficial copy showing degree completion accepted)

All application materials are to be emailed to: **sharon_hardwick@mtd.uscourts.gov** . Please note "Law Clerk Application (last name)" in the subject line. Application materials must be submitted in PDF format ONLY; no Word or Word Perfect documents, please; documents from any file housing services (e.g., Google Docs, DropBox, etc.) or websites will not be accepted. Incomplete applications will not be considered.

Acknowledgement of received applications will be made via email within 10 days of receipt. Due to the expected volume of applications further communication will be limited to those applicants chosen for additional screening and/or interviews.

The Court reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior written or other notice. Applications submitted for this position may be considered for similar vacancies that may occur within six months from the date the position is filled. The Court is not authorized to reimburse travel expenses for interviews or relocation.

The U.S. District Court is an equal opportunity employer.