



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF PENNSYLVANIA**
Joseph F. Weis Jr. Courthouse
700 Grant Street, Suite 3110
Pittsburgh, PA 15219
Website: www.pawd.uscourts.gov

POSITION VACANCY ANNOUNCEMENT

Position Title: Term Law Clerk to United States Magistrate Judge
Location: Pittsburgh, Pennsylvania
Annual Salary: JS 11-13, Salary Range: \$75,013 – \$116,879
(depending upon experience, qualifications and bar membership)
Application Deadline: Open until filled. Priority will be given to materials received by 5 p.m.
on January 31, 2024.
Available: Immediately

POSITION

The United States District Court for the Western District of Pennsylvania (the “Court”) is accepting applications for a full-time Judicial (Term) Law Clerk reporting to the Honorable Kezia O. L. Taylor in our Pittsburgh office. This position is anticipated to cover a one-year term, though may be extended up to four years at the discretion of the successful applicant and the Judge.

Representative Responsibilities:

Principal duties of the position include:

- Research substantive and complex issues of federal and state law;
- Draft legal memoranda, opinions and orders;
- Prepare the Judge for hearings, settlement conferences and trials;
- Perform basic administrative desk duties for the Judge;
- Assist the Judge and Courtroom Deputy Clerk with docket and case management;
- Interact with other court personnel, attorneys and/or litigants;
- Provide legal counsel and support to the Judge;
- Exhibit the highest standards of excellence and integrity; and
- Other duties as assigned.

Skills/Qualifications:

MINIMUM QUALIFICATIONS:

At the time of appointment, the candidate must possess the following minimum requirements:

- Graduate of an ABA accredited law school with excellent academic credentials;
- Exceptional research and writing skills;
- Keen analytical ability and balanced judgment;
- Proficiency in computer and word processing skills;
- Excellent oral and written communication skills;
- At least one year of post-JD legal work experience;
- Bar membership; and
- Excellent written and verbal communication skills, strong organizational skills, and the ability to prioritize work are required.

PREFERRED QUALIFICATIONS

- Prior clerkship experience;
- Prior litigation experience with significant written motion practice at a top-tier law firm or public agency;
- Standing within the upper one-third of the class at a law school that is accredited by the American Bar Association, law review experience, moot court experience, publication of a noteworthy article in a law school publication;
- Significant legal writing experience; and
- Interest in the habeas corpus law, constitutional law, civil rights, prisoner litigation and/or criminal law.

Compensation and Benefits:

Compensation will be set based on the experience and qualifications of the successful candidate, subject to the policies and guidelines set forth in the Guide to Judiciary Policy. Optional benefits include the federal employees' group health insurance, life insurance, dental and vision insurances, and participation in flexible spending accounts. The Court offers Public Transit Subsidy in accordance with local policy and dependent upon availability of funding.

Information for Applicants:

As a condition of employment, the successful candidate is required to undergo an FBI background check. The selectee may be appointed provisionally, with retention dependent upon a favorable suitability determination from the background check.

- The successful candidate must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen as soon as they meet the eligibility requirements.
- This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.
- Applicants selected for interview must travel at their own expense. Relocation expenses will not be reimbursed.
- The United States District Court requires employees to adhere to the Code of Conduct for Federal Judicial Employees, which is available to candidates for review at:

<http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

HOW TO APPLY:

Qualified candidates may submit application materials through OSCAR, the central online system at: <https://oscar.uscourts.gov>. At the home page, click on the Registration tab and follow the Applicant instructions. Applicants will be required to submit a cover letter, resume, writing sample, law school grade sheet, and two references. Before an offer of employment is made, references must be provided for any current and previous places of employment.

The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

*The United States District Court is an Equal Opportunity Employer
and values diversity in the workplace*