

Term Law Clerk to a U.S. District Judge

Opens: December 15, 2014

Closes: January 16, 2015

The U.S. District Court for the District of Nevada has an opening for a Term Law Clerk to a U.S. District Judge. This is a one-year, full-time position with benefits including health and life insurance, employee-paid dental, vision, long-term disability, and long-term care coverage, and pre-tax Flexible Spending Accounts. This position is located in Las Vegas, Nevada, and begins in Fall 2015.

Salary: \$57,982 to \$82,642 (JSP 11–13), depending on experience and other federal law-clerk service.

Duties: The law clerk is expected to participate in the day-to-day management of civil and criminal cases; perform substantive research, review, and writing; prepare memoranda and orders on matters pending before the judge; assist with trials and hearing preparation; and perform some clerical and administrative duties.

Qualifications: Applicants must be graduates of an accredited law school; possess excellent interpersonal skills, superior writing and Westlaw-based research skills, a working knowledge of WordPerfect, and the ability to efficiently analyze complex legal issues; and demonstrate an exceptional work ethic and the ability to multi-task effectively within a team. Prior judicial-clerkship, litigation-practice, law-journal, and/or moot-court experience is preferred. Bar membership and one year of post-graduate legal work experience is required for appointment at the JSP 12 level.

To Apply: Submit a detailed cover letter, résumé, and a truly representative writing sample (eight pages or less) emailed or post-marked (not both) by January 16, 2015, to: dorsey_applications@nvd.uscourts.gov; or U.S. District Court, Chambers of District Judge Jennifer Dorsey, 333 Las Vegas Blvd. S., Rm. 6006, Las Vegas, NV 89101, Attn: CLERKSHIP APPLICATIONS

The U.S. District Court for the District of Nevada is an Equal Opportunity Employer. Employees of the Court are excepted service appointments and considered at-will with no coverage by federal civil service classifications or regulations and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States. New employees are subject to a background check (including fingerprinting), and employment will be considered provisional until the background check is completed. This position requires mandatory electronic-fund transfer for payment of net pay. Participation in the interview process will be at the applicant's own expense, and relocation expenses will not be provided. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without other notice.