

Term Law Clerk to Two U.S. District Judges

Opens: May 4, 2015

Closes: May 29, 2015

The U.S. District Court for the District of Nevada has an opening for a shared Term Law Clerk to two U.S. District Judges. This is a nine-month, full-time position with benefits including health and life insurance, employee-paid dental, vision, long-term disability, and long-term care, and pre-tax Flexible Spending Accounts. This position is located in Las Vegas, Nevada, and begins in January 2016; it will last until approximately September 1, 2016.

Salary: (\$58,562 to \$83,468 - 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; balancing time between two chambers; perform substantive research; prepare memoranda and orders on matters pending before the judges; 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 Word and 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 representative writing sample (eight pages or less) post-marked by May 29, 2015, to:

Cathy Stuchell, Judicial Assistant to
District Judge Andrew Gordon
District Judge Jennifer Dorsey
United States District Court
333 Las Vegas Blvd. South, Room 6018
Las Vegas, NV 89101
Attn: SHARED 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 applicants 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.