

**Job Opportunity
Judicial Law Clerk (Term)
To U.S. Magistrate Judge
Stephanie Dawkins Davis
Grade Range: JSP 11– 13 (depending on qualifications)
Starting Salary Range: \$64,453-\$91,864**

*Announcement
Number: 16-16*

Posted: August 12, 2016

*Closes: September 12,
2016*

*Location: Flint,
Michigan*



U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

United States District Court
600 Church Street
Flint, MI 48502
Attention: Angela Brown
Room 112

E-mail application materials to
"Angela_Brown@mied.uscourts.
gov"
Subject: 16-16 Term Law Clerk

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.

POSITION SUMMARY

Our Chambers is currently seeking applications for one full time Law Clerk position, for appointment to a term of one or two years, beginning in early September 2017. Law school graduates from the Class of 2017 and earlier are invited to apply. We seek the most qualified individuals who have demonstrated superlative writing and analytical skills and possess the personal qualities that will allow them to work well together as a team.

Applicants must have a Juris Doctor Degree. The following qualifications receive highest consideration, but none are prerequisite: Graduation from a top-25 Law School;

- Academic excellence demonstrated by service and editorship on Law Review, achieving Order of the Coif, or class ranking among the top 15%;
- Analytical and writing skills demonstrated by successful competition on Moot Court team, winning best brief awards, or publication of note or article in Law Review;
- Prior clerkship or internship experience in Federal Court;
- Prior federal civil litigation experience; and
- Prior full-time employment or service work before law school.

We consider diversity of experience and backgrounds to be a positive factor in selecting Law Clerks.

We view our Chambers as a Court family, consisting of the Judge, Case Manager, two Law Clerks, and any judicial interns who may be temporarily on duty. We work closely together as a team, committed to a shared set of values that focuses on administering justice in a fair, impartial, and efficient manner. We view our mission as one of providing service to the public, the attorneys, the parties, the witnesses and the victims. Within Chambers, we work as colleagues toward this common goal in an environment that encourages communication, dialogue, discussion, and mutual assistance. And we try to have fun and make friendships along the way.

Law Clerks should be prepared to work extremely hard in order to meet deadlines promptly and to produce the highest quality of written work consistently. We encourage Law Clerks to become involved in the local community and the bar. Our Court has a mentoring program called the Flint Youth Initiative, a partnership with Big Brothers Big Sisters of Greater Flint, in which members of our chambers have served as "lunch buddies" (mentors) to underprivileged elementary and middle school students in the Flint public schools.

**Job Opportunity
Judicial Law Clerk (Term)
To U.S. Magistrate Judge
Stephanie Dawkins Davis
Grade Range: JSP 11– 13 (depending on qualifications)
Starting Salary Range: \$64,453-\$91,864**

PROCEDURES FOR APPLYING

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume, a completed application (located on the Court website) and one writing sample (20 page maximum) to the address at the left of page one by the closing date. E-mailed documents must be in Word, WordPerfect or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements

Only those applicants selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request).

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.