



CAREER OPPORTUNITY

U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

JUDICIAL LAW CLERK (TERM)

TO U.S. MAGISTRATE JUDGE DESIGNATE KIMBERLY ALTMAN

The Theodore Levin
United States
Courthouse

231 W. Lafayette Blvd.
Detroit, MI 48226

Submit application
materials through
Online System for
Clerkship Application
and Review (OSCAR)

[https://
oscar.uscourts.gov/
index.php?_tab=home](https://oscar.uscourts.gov/index.php?_tab=home)

Vacancy Number:
20-12

Posting Date:
June 23, 2020

Closing Date:
Open Until Filled

Duty Station:
Detroit, MI

Classification Level:
JSP 11-13 (depending
upon qualifications)

Starting Salary Range:
\$70,286—\$100,177

**Number of Positions
Available:** 1

Position Open to:
All qualified candidates

The Mission of the Court:

The United States Courts are an independent, national judiciary providing fair and impartial justice within the jurisdiction conferred by the Constitution and Congress. As an equal branch of government, the federal judiciary preserves and enhances its core values as the courts meet changing national and local needs.

Chambers' Role in the Mission of the Court:

We view our Chambers as a team, 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 cohesive unit, committed to a shared set of values centered 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 together toward this common goal in an atmosphere that encourages communication, dialogue, discussion, and mutual assistance. While the work is serious and consequential, we strive to imbue our daily working environment with a sense of good cheer and geniality.

The Law Clerk Position:

Our Chambers is currently seeking an application for one full time Law Clerk position, for appointment to a term of two years (with a possible extension of one to two additional years), beginning approximately Fall of 2020. Law school graduates from the Class of 2020 and earlier are invited to apply. We seek the most qualified individuals who have demonstrated outstanding writing and analytical skills and possess the personal qualities that will allow them to work well in a team environment.

Qualifications:

Qualifications must be met at the time of application.

Required:

Juris Doctor Degree

Preferred:

- Top 10% of graduating class
- 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 post law school experience

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



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Procedures for Applying:

To be assured consideration, please register and apply using the **Online System for Clerkship Application and Review (OSCAR)**. The link is to the left of page one . Attach a cover letter, resume, law school and undergraduate transcripts, professional references and one or two writing samples to your OSCAR application.

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

Local Benefits*:

Telework
Modern, On-site Fitness Center
Time Off with Pay for Approved Volunteer Activities

Flexible/Alternate Work Schedules
Public Transit Subsidy Reimbursement Program

**when/where available*

National Benefits:

Ten Paid Holidays
Long-Term Care Insurance
Commuter Benefit Program
Work Life Services

Group Health, Dental, Vision and Life Insurance
Health and Dependent Flexible Spending Accounts
Employee Assistance Program
Virtual Judiciary Online University

An Equal Opportunity Employer

All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) and seeking U.S citizenship or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.

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.