



CAREER OPPORTUNITY

U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

JUDICIAL LAW CLERK (TERM**)

TO THE HONORABLE SHALINA D. KUMAR

United States
District Court

600 Church Street
Flint, MI 48502

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

[https://
oscar.uscourts.gov](https://oscar.uscourts.gov)

Vacancy Number:
22-02

Posting Date:
January 6, 2022

Closing Date:
Open Until Filled

Duty Station:
Flint, MI

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

Starting Salary Range:
\$72,858—\$103,843

**Number of Positions
Available:** 2

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 Judicial Assistant. We work 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 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. We encourage Law Clerks to become involved in the local community and the bar.

The Law Clerk Position:

The United States District Court for the Eastern District of Michigan is seeking one full time Law Clerk with potential for a Career position, and one full time Term Clerk with a term of up to four years to support United States District Judge Shalina D. Kumar starting in January 2022.

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. Law Clerks should be prepared to work extremely hard in order to meet deadlines promptly and to consistently produce the highest quality of written work.

Qualifications:

Qualifications must be met at the time of application.

Required:

- Juris Doctor degree from an ABA accredited law school.
- Exceptional and demonstrable analytical, legal research and writing skills, including but not limited to high proficiency with legal research databases and computer applications.
- Outstanding interpersonal skills, including the ability to communicate effectively both orally and in writing.
- Commitment to maintaining a courteous and professional demeanor within Chambers, the Courthouse community, the bar, and with the public at large.
- Strong organizational skills, exceptional work ethic and the ability to manage multiple tasks and competing deadlines while producing high-quality work product.
- Attention to Details.
- Flexibility, maturity and patience.
- Must be in the top 20% of your graduating class.

Qualifications Continued on Page 2

**One Law Clerk position has the potential for conversion to Career.



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Qualifications Continued:

Preferred:

- Prior federal/state court clerkship and internship experience.
- Prior litigation experience.
- Bar membership.

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

Procedures for Applying:

To be assured consideration, applicants must apply for this position using the **Online System for Clerkship Application and Review (OSCAR) system**, the link is provided below. Make sure to follow the instructions provided on that website. A review of applicants will begin on a rolling basis on January 10, 2022 and continue until the position is filled.

<https://oscar.uscourts.gov>

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
Public Transit Subsidy Reimbursement Program

**when/where available*

National Benefits:

Eleven Paid Holidays	Group Health, Dental, Vision and Life Insurance
Long-Term Care Insurance	Health and Dependent Flexible Spending Accounts
Commuter Benefit Program	Employee Assistance Program
Work Life Services	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.