



# CAREER OPPORTUNITY

## U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

### JUDICIAL LAW CLERK (TERM) TO THE HONORABLE NANCY G. EDMUNDS

The Theodore Levin  
United States  
Courthouse

231 W. Lafayette Blvd.  
Detroit, MI 48226

[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

**Vacancy Number:**  
20-16

**Posting Date:**  
October 6, 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:**

Our Chambers works as a team, consisting of the Judge, Case Manager, Judicial Assistant, two full time Law Clerks, and any judicial interns who may be temporarily on duty. Within Chambers, we work together in an atmosphere that encourages communication, discussion, and mutual assistance. During the pandemic, much of our work has been performed remotely; yet, we seek to maintain this open atmosphere and encourage communication.

#### **The Law Clerk Position:**

Our Chambers is currently seeking applications for one full time Law Clerk position for appointment to a term of eighteen months, with the possibility of extension, beginning on January 4, 2021. 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:**

##### **Required:**

- Juris Doctor Degree
- Outstanding writing and analytical skills
- Strong academic credentials

##### **Preferred:**

- Prior federal clerkship experience and/or other post-law school legal work experience
- Law review, journal, and/or moot court experience

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

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.



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#### **Procedures for Applying:**

Please submit a cover letter and resume to “Ruth\_Tyszka@mied.uscourts.gov”. E-mail submission is required. E-mailed documents must be in Word 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. 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  
On-site Fitness Center  
Public Transit Subsidy Reimbursement Program

Flexible/Alternate Work Schedules  
Time Off with Pay for Approved Volunteer Activities

*\*when/where available*

#### **National Benefits:**

Ten Paid Holidays  
Long-Term Care Insurance  
Employee Assistance Program  
Virtual Judiciary Online University

Group Health, Dental, Vision and Life Insurance  
Health and Dependent Flexible Spending Accounts  
Commuter Benefit Program  
Work Life Services

#### **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.*