



JOB OPPORTUNITY

U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

JUDICIAL LAW CLERK (TERM) TO MAGISTRATE JUDGE PATRICIA T. MORRIS

United States District
Court
231 W. Lafayette Blvd.
Detroit, MI 48226

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

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

Vacancy Number:
22-22

Posting Date:
June 30, 2022

Closing Date:
Open until filled

Duty Station:
Bay City, MI

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

Starting Salary :
\$72,858—\$103,843

**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.

How a Law Clerk Supports the Mission:

In most chambers, law clerks concentrate on legal research and writing. Typically, law clerks' broad range of duties includes conducting legal research, preparing bench memos, drafting orders and opinions, editing and proofreading the judge's orders and opinions, and verifying citations. Many judges discuss pending cases with their law clerks and confer with them about decisions. District court law clerks often attend conferences in chambers with attorneys. Magistrate law clerks may be required to assist in Duty Court. Law clerks may also maintain the library, assemble documents, and perform other administrative tasks as required by the judge to ensure a smooth-running chambers. Law Clerks are required to work in the Courthouse, but may be authorized to occasionally work remotely at the discretion of the judge.

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 as colleagues toward this common goal in an atmosphere that encourages communication, dialogue, discussion, and mutual assistance.

Our chambers is currently seeking applications for one Term Law clerk position, to begin March 2023 and last through August 2025.

Qualifications:

Qualifications must be met prior to entry on duty.

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 in writing and orally.
- 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, with the ability to manage multiple tasks and competing deadlines while producing high-quality work product.
- Attention to detail.
- Flexibility, maturity, and patience.



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Qualifications Continued:

Preferred:

- Prior federal/state court clerkship and internship 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 site.

<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	Flexible/Alternate Work Schedules
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 Insurance
Commuter Benefits Program	Flexible Spending Accounts
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.