



**THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA
CHAMBERS OF UNITED STATES MAGISTRATE JUDGE
RICHARD A. LANZILLO**
United States Courthouse
17 South Park Row
Erie, Pennsylvania 16501

Position Announcement

Position: Term Law Clerk
Opening Date: November 1, 2018
Closing Date: November 26, 2018
Starting Salary: JS 11-13, Salary Range: \$61,218 - \$87,252
(depending upon experience, qualifications and bar membership)

Overview: The Hon. Richard A. Lanzillo, United States Magistrate Judge for the Western District of Pennsylvania is accepting applications for a Judicial Law Clerk for a one or two-year term appointment to begin December 15, 2018. The incumbent will provide legal research and writing assistance, prepare bench memoranda, draft orders and opinions on a wide variety of criminal and civil matters, communicate with counsel regarding case management and procedural requirements, assist the Magistrate Judge during courtroom proceedings (as needed), and perform various other administrative duties.

Other duties include interacting with Chamber staff and other Court personnel, litigants, and/or the public.

Successful applicants must exhibit the highest standards of excellence and integrity, and display at all times and to all persons a courteous, professional and cooperative attitude. The successful applicant will be required to sign the District Court's Internet, computer usage, social media, and other policies, and abide by those policies while employed.

Employees of the United States Courts are considered "at will" employees and are not subject to the employment regulations of competitive service. Electronic Fund Transfer (EFT) for payroll deposit is required.

Qualifications: To qualify for this position, an applicant must be a law school graduate at the time of appointment and have strong academic credentials and superior legal research and writing skills. Standing within the upper one-third of the class in and ABA-accredited law school, law review experience, moot court experience, publication of a noteworthy article in a law school publication, or prior relevant legal employment is preferred. A background in prisoner habeas corpus and civil rights law and a

knowledge of the Prison Litigation Reform Act and the Anti-Terrorism and Effective Death Penalty Act are also preferred.

Applicants must also be United States citizens or lawful permanent residents actively seeking citizenship.

Benefits: Term law clerks appointed for at least one year and one day are eligible for ten paid national holidays, other leave as determined by the Magistrate Judge, and health, vision, and life insurance benefits. Because this is a term position, no pension or retirement benefits are available.

Application Procedure: Consideration will only be given to those who apply online through the Federal Court's online OSCAR application tracking system and provide the required application documents listed below no later than November 26, 2018. Incomplete applications will not be considered.

Further information: <http://pawd.uscourts.gov/employment>

Qualified applicants must submit the following required application documents:

1. A letter of interest addressing relevant work experience
2. A law school transcript
3. A current resume, including contact information for at least three references
4. Two recent (within the last 2 years) writing samples of no more than ten (10) pages each

No application material should be emailed or mailed to Chambers. No telephone calls or inquiries. ALL APPLICATIONS should be submitted pursuant to the Federal Court's OSCAR System.

Selected applicants will be invited to participate in a personal interview and may be asked at that time to submit additional professional references. Due to the volume of applications anticipated, the United States District Court for the Western District of Pennsylvania will only communicate with those individuals who are selected for a personal interview.

Note to
All Applicants:

The United States District Court for the Western District of Pennsylvania requires employees to follow a Code of Conduct, which is available upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The United States District Court for the Western District of Pennsylvania reserves the right to modify the conditions of this job announcement without prior written or other notice.

The United States District Court for the Western District of Pennsylvania is an Equal Opportunity Employer.