



VACANCY ANNOUNCEMENT

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF PENNSYLVANIA

Address: Joseph F. Weis Jr. Courthouse
700 Grant Street, Suite 3110
Pittsburgh, PA 15219

Website: www.pawd.uscourts.gov

Position: Court Law Clerk (temporary)

Vacancy Number: 24-07

Position Location: Erie, Pennsylvania

Grade/Salary: JSP Grade 11 - \$ 72,553 (Erie)

Telework/Remote Opportunities: The applicant selected for the position will be responsible for supporting the work of the Court's Erie Division, but may be eligible for telework as outlined in the Court's Telework Policy. As to applicants applying who reside outside of the Western District of Pennsylvania and wish to remain located where they currently reside, consideration may be given to permit the appointment of the applicant as a remote worker.

Open and Closing Dates: November 8, 2024 and will remain open until filled. Preference will be given to those applications received by November 25, 2024. Position available immediately.

Overview

The United States District Court for the Western District of Pennsylvania is seeking applications for a full-time, temporary Court Law Clerk responsible for supporting the work of Erie Division of the United States District Court for the Western District of Pennsylvania. The incumbent will assist the Court by conducting extensive review, research and writing. The Chief Judge is the appointing authority. The selected Court Law Clerk will be working primarily with one (1) active District Judge in the Erie Division but may also be called upon to perform work as needed for the Chief Magistrate Judge in the same Division. The caseload in the Erie Division is heavy and the types of cases presented are varied, often involving novel and complex issues of the law. The position involves daily communication with the responsible Judge and other Court staff concerning legal and Court-related issues. This position is anticipated to cover a term of one-year and one day. [Click here](#) to view a brief video about legal professionals working in the Courts.

Representative Duties

- Research substantive issues of federal and state law.
- Draft legal memoranda and proposed opinions and orders, including as to motions for summary judgment and motions to dismiss;
- Conduct legal research as required;
- Monitor dockets to assure proper progress of cases;
- Provide information, guidance and advice relating to pending civil and criminal matters;
- Provide procedural information to court personnel, litigants and counsel;

- Perform case management and other duties associated with the administration of cases; and
- Perform other duties as assigned, including attending court hearings, as needed.

Qualification Requirements

- Must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing and have demonstrated one of the following accomplishments or proficiencies:
 - Standing within the upper one-third of the class at a law school that is accredited by the American Bar Association or the Association of American Law Schools;
 - b) Experience on the editorial board of a law review of such a law school;
 - c) Graduation from such a school with an LL.M degree; or
 - d) Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above. Some examples of criteria that are considered to be acceptable as equivalent include, but are not limited to:
 - 1) Publication of a noteworthy article in a law school student publication or other scholarly publication;
 - 2) Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
 - 3) Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
 - 4) Participation in the legal aid or other law school clinical program sanctioned by the law school;* or
 - 5) Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school (i.e., working one's way through college).*

(To receive credit, participation and experience could not have been for academic credit).

Preferred Qualifications:

- Excellent research, writing, and analytical skills
- Excellent written and verbal communication skills
- Ability to prioritize work
- Ability to work both collaboratively and independently, as well as efficiently and effectively, in a high-volume environment

- High ethical standards and a positive work attitude
- Excellent organizational skills and experience handling multiple tasks and projects
- Ability to work with strict deadlines and in a fast-paced environment

Legal work experience is defined as progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

Benefits

Employees are eligible for a full range of benefits to include health and life insurance, flexible benefits, paid holidays, and annual and sick leave. [Click here](#) for additional information. The Court offers Public Transit Subsidy in accordance with local policy and dependent upon availability of funding. (Eligibility for benefits varies with temporary appointments.)

Background Investigation

This position is classified as a sensitive position which requires the selected candidate to submit to a background investigation which will include a criminal history, credit and FBI fingerprint check as a condition of employment with periodic updates. The selected candidate may be hired provisionally pending the successful completion of the required background check and favorable employment suitability determination.

Applicant Information

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

How to Apply

Apply only through the court's online application tracking system which is accessed at the Employment Section (Court Info) of the Western District of Pennsylvania website: [Click here](#). Please submit the following: a cover letter stating the reason for your interest in the position; a resume, including complete employment, educational history, skills, and experience; and a completed Application for Judicial Branch Federal Employment, AO78, which can be downloaded when applying or [Click here](#). Applicants will receive an email confirmation upon receipt. Incomplete applications will not be considered. Only candidates selected for interview will be notified and must travel at their own expense. Relocation expenses will not be reimbursed.

District Overview

The District's jurisdiction encompasses the 25 western counties of Pennsylvania, with courthouses located in Erie, Johnstown and Pittsburgh. The District is comprised of United States District Judges, United States Senior District Judges, United States Magistrate Judges and approximately 145 employees.

The United States District Court, Western District of Pennsylvania, is an Equal Opportunity Employer and values diversity in the workplace.