

POSITION TITLE: ELBOW LAW CLERK TO A FEDERAL DISTRICT COURT JUDGE

APPLICATION PERIOD: Immediate until filled

SALARY RANGE: \$54,494 - \$77,670 (JSP 11 - JSP 13)

POSITION OVERVIEW:

The United States District Court for the Northern District of Iowa is seeking applications for an elbow law clerk to Chief Judge Linda R. Reade to begin in August of 2009.

The position will be located in Cedar Rapids, Iowa. Cedar Rapids is a medium-sized community located in northeastern Iowa.

Incumbent will be hired for the period commencing in August of 2009 until August of 2010, with the possibility of an additional year.

Incumbent will be a part of the Chief Judge's staff, which will consist of a secretary, two law clerks, a courtroom deputy/legal advisor and a court reporter.

Incumbent will have the opportunity to research a variety of legal issues, draft memoranda, draft jury instructions, and draft opinions.

MINIMUM QUALIFICATIONS:

A degree from a law school of recognized standing in the upper one-quarter of the class (or certified completion of all law school studies and requirements, and merely awaiting conferment of degree by August 2009) is required.

Applicant must possess excellent research and computer skills, be organized, a team player and highly motivated.

Law Review experience, publication of a noteworthy article in a law school publication or other scholarly publication, moot court experience or prior legal employment is preferred.

ADDITIONAL INFORMATION:

The United States District Court requires employees to adhere to a code of conduct which is available upon request.

The Financial Reform Act requires direct deposit of federal wages for Court employees.

Due to the volume of applications, not all applicants will be interviewed. The Court will only communicate with those individuals who will be interviewed.

The position will be opened until filled and may be closed without further notice.

The Court is an equal opportunity employer which encourages minority applicants.

REQUIRED CLEARANCES:

The successful applicant will be required to submit to a background clearance which includes fingerprinting. Appointments are provisional based upon successful background clearance.

HOW TO APPLY:

Applicants should submit a resume and cover letter outlining their qualifications to:

Linda R. Reade, Chief Judge
U.S. District Court
Northern District of Iowa
4200 C Street SW
Cedar Rapids, IA 52404

The court will accept applications until the opening is filled.