



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF IOWA
111 SEVENTH AVENUE SE, BOX 21
CEDAR RAPIDS, IOWA 52401**

POSITION TITLE: **ELBOW LAW CLERK TO A FEDERAL DISTRICT COURT JUDGE (2 POSITIONS)**

APPLICATION PERIOD: **February 19, 2020 until filled**

SALARY RANGE: **\$64,009 to \$91,231 (JSP 11/1 - JSP 13/1)**

These figures represent the possible salary range. The actual salary is subject to negotiation and the applicant's qualifications.

POSITION OVERVIEW:

The United States District Court for the Northern District of Iowa is seeking applications for two Elbow Law Clerks to District Court Judge C.J. Williams to begin in the Summer of 2021.

The positions are located in Cedar Rapids, Iowa. Cedar Rapids is a medium-sized community in eastern Iowa with a metropolitan population of approximately 250,000 people.

The successful applicant will be a part of the Judge's staff, which consists of a Judicial Assistant, two Elbow Law Clerks, a Legal Advisor, and a Court Reporter.

Applicants must be willing to commit to at least two years of employment with the Court; however, continued employment shall be conditioned upon satisfactory job performance.

The successful applicant will have the opportunity to research a variety of legal issues and draft memoranda, jury instructions, and 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 2021) is required.

Applicant must possess excellent research and writing skills, be organized, a team player, highly motivated, and have a strong work ethic.

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 positions will be open until filled and may be closed without further notice.

The Court is an equal opportunity employer.

REQUIRED CLEARANCES:

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

HOW TO APPLY:

Applicants should submit a cover letter, resume, transcript, writing samples (two) and recommendations (three) to:

C.J. Williams, District Judge
U.S. District Court
Northern District of Iowa
111 Seventh Avenue SE, Box 21
Cedar Rapids, IA 52401

The Court will accept applications until the position is filled.