



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF IOWA
111 SEVENTH AVENUE SE, BOX 4
CEDAR RAPIDS, IOWA 52401**

POSITION TITLE: **TERM LAW CLERK TO A FEDERAL DISTRICT COURT JUDGE**

APPLICATION PERIOD: **April 9, 2021 until filled**

SALARY RANGE: **\$64,649.00 to \$92,143.00 (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 the position of Term Law Clerk to District Court Judge Linda R. Reade. The successful applicant must be able to start work April 26, 2021.

The position is located in Cedar Rapids, Iowa. Cedar Rapids is a medium-sized community located in eastern Iowa.

The successful applicant will be a part of the Judge's staff, which consists of one Term Law Clerk and one Career Law Clerk.

Applicants must be willing to commit to 12 months with the court; however, employment shall be conditioned upon satisfactory job performance.

The successful applicant 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 is required.

Applicant must possess excellent research and writing skills and be an organized, highly motivated team player.

Prior law clerk experience required.

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 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 successful background clearance.

HOW TO APPLY:

Applicants should submit all documents in paper format. The submission should include a cover letter, resume, transcript, writing samples (2) and recommendations (3) to:

Linda R. Reade, Judge
U.S. District Court
Northern District of Iowa
111 Seventh Avenue SE, Box 4
Cedar Rapids, IA 52401

The Court will accept applications until the opening is filled.