



UNITED STATES DISTRICT COURT  
Southern District of Ohio

## CAREER OPPORTUNITY

**POSITION TITLE:** Law Clerk to Magistrate Judge #11-10

**STARTING DATE:** September 2011

**STATUS:** Term (one year; renewable up to four years)

**LOCATION:** Dayton, Ohio

**STARTING SALARY RANGE:** JSP 11/1- 13/1 (\$58,454 to \$83,314)  
\*depending upon experience and qualifications

**CLOSING DATE:** Must be received by June 3, 2011 at 4 p.m.

### POSITION OVERVIEW

This position is part of the chamber staff of a Magistrate Judge Sharon L. Ovington in the Southern District of Ohio.

### REPRESENTATIVE DUTIES

The judicial law clerk researches issues of law, drafts bench briefs and opinions, attends trials and other court proceedings, and acts as advisor, making recommendations based on the law. Position includes responsibility for some routine administrative tasks as well. The caseload in the jurisdiction is heavy, and the types of cases presented are varied. While the nature of the matters presented is serious, the office environment is personable. There is daily interaction with the Judge and other law clerks concerning legal and court-related issues.

### QUALIFICATIONS

To qualify for the position, one must be a law school graduate at the time of appointment with excellent academic standing, possess excellent research, writing, and communication skills. Applicant must exhibit good character and maturity. Experience on the editorial board of law review, or other law journal, moot court, and/or publication of a noteworthy article is preferred. Bar membership is also preferred, but not required for appointment.

### SALARY STANDARDS

The table below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable Judiciary Salary Plan (JSP) grade levels. Please note that appointment to JSP-12 or above requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes

Grade 11 starting salary is \$58,454.

Grade 12 starting salary is \$70,062.

Grade 13 starting salary is \$83,314.

An incoming law clerk who has prior federal law clerk experience may be eligible to match their highest rate of federal pay under the pay parity provision.

### **SPECIALIZED EXPERIENCE**

General 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. Credit will not exceed one year if before graduation.

### **EMPLOYEE BENEFITS**

The U. S. District Court offers an excellent working environment. Court employees are provided a choice of a health benefit plan from several options, life insurance, supplemental dental and vision plans, and Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), Long Term Disability Plan, and periodic salary increases.

The United States District Court is part of the Judicial Branch of the United States Government. All applicants must be U.S. citizens. Judiciary employees serve under excepted appointments (not civil service) and are at will employees. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

### **Application Process**

Applicants shall apply through OSCAR (the On-line System for Clerkship Application and Review), accessible at <https://oscar.uscourts.gov>. or mail applications to:

Magistrate Judge Sharon L. Ovington  
United States District Court  
200 W. Second Street #523  
Dayton, OH 45402

The court reserves the right to amend or withdraw any announcement without written notice to applicants. **Applicants invited for an interview will be subject to a criminal records check. All employees are subject to a background check or investigation, periodic reinvestigation, if applicable, and that retention depends upon a favorable suitability determination.** Positions within the U.S. District Court are designated as workplace drug testing positions and applicants considered for a position may be subject to pre-employment drug testing.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants to review upon request.

**THE COURT IS NOT AUTHORIZED TO REIMBURSE CANDIDATES FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES. THE U. S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY IN THE WORKPLACE**