



**United States District Court
Southern District of Ohio
<http://www.ohsd.uscourts.gov>**

VACANCY ANNOUNCEMENT

September 30, 2020

Vacancy Announcement Number – 20-19

Term Law Clerk

Duty Station – Cincinnati, Ohio

Salary commensurate with qualifications and experience

Closing date: Thursday, October 22, 2020 at 11:59 p.m.

The United States District Court, Southern District of Ohio, invites applications for the position of Term Law Clerk to the Honorable Karen L. Litkovitz, United States Magistrate Judge. The Term Law Clerk appointment will begin on November 30, 2020 or as soon thereafter as is possible. Although this position is a one-year term, upon mutual agreement between the term law clerk and Judge, the position may be extended.

ABOUT THE SOUTHERN DISTRICT OF OHIO:

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from an imaginary line just north of Columbus south to the Ohio River. The Eastern Division sits at Columbus and the Western Division at Cincinnati and Dayton.

DUTIES AND RESPONSIBILITIES:

The docket of the Magistrate Judge consists of a variety of federal civil matters, including social security disability appeals, pro se civil litigation, prisoner civil rights cases, and employment discrimination cases, among others. The duties of the law clerk include:

- Researching substantive issues of federal and state law;
- Drafting legal memoranda, opinions and orders, and reports and recommendations;
- Preparing the Judge for conferences, hearings, and trials;
- Performing basic administrative desk duties for the Judge;
- Assisting the Judge and Courtroom Deputy Clerk with docket and case management; and
- Exhibiting the highest standards of excellence and integrity.

MINIMUM QUALIFICATIONS:

At the time of appointment, the candidate must possess the following minimum requirements:

- Graduate of an ABA accredited law school with excellent academic credentials;
- Exceptional research and writing skills;
- Keen analytical ability and balanced judgment;
- Proficiency in computer and word processing skills; and
- Excellent oral and written communication skills.

COMPENSATION AND BENEFITS:

Compensation will be set based on the experience and qualifications of the successful candidate, subject to the policies and guidelines set forth in the Guide to Judiciary Policy. The extensive federal benefits can be reviewed on the United States Courts website: <https://www.uscourts.gov/careers/benefits>. Commuter subsidies are available to employees who utilize public transportation to and from work.

CONDITIONS OF EMPLOYMENT:

A commitment to public service is essential. Visit the U.S. Courts website for citizenship requirements www.uscourts.gov.

Positions with the United States Courts are considered “at will” and are not subject to the employment regulations of competitive service. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment. Employees are subject to the [Judicial Code of Conduct for Judicial Employees](#).

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

How to apply:

Qualified applicants must submit an applicant packet which includes:

- Cover letter and resume (include announcement number)
- Application for Judicial Branch Federal Employment (Link to this document is found on the Court’s website at www.ohsd.uscourts.gov)
- Law school transcript
- Writing sample

If you fail to provide the required documents, your application package will be considered incomplete and will not be considered any further.

Qualified applicants should upload their documents using our HR Employment Application System located at:

[HR Employment Application System](#)

Note: This system will not let you continue without uploading all documents.

Travel and relocation expenses will not be reimbursed.

The District reserves the right to amend or withdraw any announcement without written notice to applicants. The District reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

The U.S. District Court is an Equal Opportunity Employer and Values Diversity in the workplace.