



United States District Court
Southern District of Ohio
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VACANCY ANNOUNCEMENT
May 23, 2025

Vacancy Announcement Number – 25-03
Career Law Clerk to U.S. District Judge Michael J. Newman – Full-Time
Duty Station – Dayton, OH - 200 West Second Street – one vacancy
Salary (2025 pay table): JSP 13 (\$109,308 - \$142,103) Promotion Potential to JSP 14 (\$129,169 – \$167,919)

This position is open until filled and interviews will begin immediately.
Position Available October 2026

Judge Michael J. Newman is seeking qualified candidates from all backgrounds for the position of Career Law Clerk in his Dayton, Ohio Chambers in the Walter H. Rice Federal Building and U.S. Courthouse. This position is a full-time position and reports directly to Judge Newman. **This is not a remote position.**

Qualified applicants must submit an applicant packet which includes: a letter of interest, a current/detailed resume, writing sample, law school transcript and an Application for Judicial Branch Federal Employment - Form AO 78 (5/24), available on the court website. The optional background information, page 5 of the Application, is not required.

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 Court is comprised of over 261 individuals including twenty-six Judicial Officers, Chambers Staff, the Clerk's Office staff, the U.S. Probation Office's staff, and U.S. Pretrial Services Office's staff; located in the Cincinnati, Columbus, and Dayton Courthouses.

DUTIES AND RESPONSIBILITIES:

- Conduct substantive legal research and analysis, draft bench memoranda, opinions, and orders. Assist judge in drafting legal documents and preparing for oral arguments.
- Conduct research using source or digital material. Draft, prepare, and/or edit correspondence, orders, memoranda, and documents that may require substantial research or analysis. Identify unique matters and undertake special substantive assignments.
- Manage day-to-day operations of chambers in a fast-paced environment. Monitor deadlines, prioritize tasks, and determine need for action by the judge. Manage flow of information coming into and going from chambers.
- Perform functions in the court's case management and filing system. Track and monitor calendars, filings, hearings, etc. Handle appropriate court-centered administrative responsibilities.
- Oversee and distribute information and assignments to law clerks and interns. Participate in selection, orientation, and training of law clerks and externs.

REQUIRED QUALIFICATIONS:

A juris doctor from a law school of recognized standing. Graduation within upper third of law class. A minimum of two years of progressively responsible legal experience received after graduation. Prior experience as a law clerk. Bar membership (inactive status meets requirement). Superior analytical ability and strong legal research and writing skills. Highly organized and capable of managing a variety of legal and administrative tasks in an efficient manner. Excellent communication and interpersonal skills, both oral and written. Consummate professionalism, discretion, and integrity. Initiative and ability to work independently and as part of the chambers team. Experience managing a team or directing

a project or program. Knowledge of cloud-based applications, MS Office products, as well as other standard applications, such as Adobe.

PREFERRED QUALIFICATIONS:

Familiarity with federal court procedures. Experience in federal-court practice.

Benefits:

Please review the extensive federal benefits on the United States Courts website:

<https://www.uscourts.gov/careers/benefits>

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 may be subject to periodic updates. Continued employment will be 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:

- A letter of interest detailing your qualifications and experience performing the representative duties.
- A current and detailed resume.
- A writing sample.
- Law school transcript.
- Federal Judicial Branch Application for Employment AO78 (Link to this document is found on the Court’s website at www.ohsd.uscourts.gov).

Applications will be considered on a rolling basis until the position is filled.

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.

Applicants selected for interviews must travel to Dayton for in person interviews at their own expense. Virtual conference interviews via Zoom may be available.

Travel and relocation expenses will not be reimbursed.

Judge Newman reserves the right to amend or withdraw any job announcement without any notice to applicants. Judge Newman also reserves the right to conduct interviews at any time. Only applicants selected to receive an interview will be notified by phone or e-mail.

In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, Judge Newman may elect to select the next top-rated candidate from those who applied for the initial announcement without re-posting the position. This job announcement may involve filling more than one position described herein.

The U.S. District Court for the Southern District of Ohio and Judge Newman are Equal Opportunity Employer and Value Diversity in the workplace.