



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

VACANCY ANNOUNCEMENT

June 30, 2022

Vacancy Announcement Number – 22-08

Career Law Clerk to U.S. District Judge Matthew W. McFarland – Full-Time

Duty Station – Cincinnati Courthouse, 100 East Fifth St. – one vacancy

Salary is determined by work experience, federal service and pay history.

Salary: JSP 11 – JSP 14 (\$68,915-\$150,890)

This position is open until filled and interviews will begin immediately.

Judge Matthew W. McFarland is seeking qualified candidates from all backgrounds for the position of Career Law Clerk in his Cincinnati, Ohio Chambers in the historic Potter Stewart U.S. Courthouse. This position is a full-time position and reports directly to Judge McFarland.

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-seven 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:

- Work closely with the Judge on civil and criminal litigation filed in the very busy District Court.
- Conduct research, prepare drafts of opinions and orders on a wide range of issues, are present for court hearing/trial as needed and respond to attorney inquiries.
- This position will be required to manage at least one third of the Court's docket and directly reports to Judge McFarland in all aspects.
- Responsible for some administrative duties in chamber and assist as directed based on operational needs.
- This position includes but is not limited to supervisory oversight on Term Law Clerks and Legal/Student Externs.
- The position shall include all other duties as assigned by the Judge to ensure the successful and timely administration of justice in this Federal District Court.
- A minimum two-year commitment is expected from the successful candidate and serves at the pleasure of Judge McFarland.

QUALIFICATIONS:

To be considered for this position, candidates must be law school graduates from an accredited law school; be organized and able to work quickly and independently; be able to meet quick deadlines on short notice; possess superior research and writing skills; be well trained with Word, Excel, Westlaw, Lexis, and related software; must have a commitment to high ethics, personal integrity, and demonstrate the highest degrees of professionalism to all. The successful candidate must also have at least 3 years of prior federal clerking experience or at least three to five years litigation experience preferable in federal civil litigation or as an Assistant United States Attorney. This candidate must be admitted to practice law in a State and have a strong interest in mentoring law clerks. The successful candidate is expected to make a minimum two-year commitment to serving with this Judge and serves at his pleasure as an "At-Will" employee.

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: please submit the following information as soon as possible electronically to [McFarland Chambers@ohsd.uscourts.gov](mailto:McFarland_Chambers@ohsd.uscourts.gov) or mailed to Judge Matthew W. McFarland, 100 E. 5th Street, Room 838, Potter Stewart U.S. Courthouse, Cincinnati, Ohio 45202:

- **A letter of interest including but not limited to why you want to be a Career Law Clerk and how you believe you can be compatible with Judge McFarland.**
- **A current and detailed resume.**
- **A 5 to 10 page writing sample that was not heavily edited by others.**
- **Your law school transcript.**

Applicants selected for interviews must travel to Cincinnati for in person interviews at their own expense.

Travel and relocation expenses will not be reimbursed.

Judge McFarland reserves the right to amend or withdraw any job announcement without any notice to applicants. Judge McFarland 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, the Judge 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 McFarland are Equal Opportunity Employer and Value Diversity in the workplace.