

**UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF ILLINOIS
URBANA DIVISION**



POSITION OVERVIEW

- Position:** Term Chambers Law Clerk (Full Time. 2-year term, extendable for a second term at the discretion of the hiring judge.)
- Chambers:** Hon. Colin S. Bruce, United States District Judge
- Location:** Urbana, Illinois (remote work possible on flexible basis)
- Salary Range:** Starting salary is dependent upon experience and qualifications. Well-qualified candidates may be eligible to start at \$98,496 (JSP-13 step 1).
- Opening Date:** December 12, 2023
- Closing Date:** Open until filled
- Starting date:** Early spring 2024 (exact date to be determined)

REPRESENTATIVE DUTIES

The United States District Court for the Central District of Illinois is seeking a Term Chambers Law Clerk to the Honorable Colin S. Bruce, United States District Judge.

The law clerk is responsible for managing assigned civil and criminal cases. The law clerk conducts legal research on routine, novel, and complex issues in diverse areas of civil and criminal law; drafts and edits proposed orders; provides assistance during trials; and performs other duties as assigned.

QUALIFICATIONS

Minimum of two years of legal work experience following graduation from law school is required. Applicants must possess a demonstrated record of exceptional research, writing, and communication skills. Applicants must also have strong organizational and workload management skills and be able to work independently on complex and challenging matters. Applicants must also be admitted to the bar.

COMPENSATION

Compensation and classification level will be set based on legal experience, qualifications, and salary history of the successful candidate.

HOW TO APPLY

The follow application materials should be submitted to chambers by email at Kaitie_ClarkJoseph@ilcd.uscourts.gov: (1) cover letter, (2) resume, (3) writing sample, and (4) list of professional references.

Only applicants selected to proceed to the next phase of the selection process will be notified. Applicants not selected for an interview will not receive notice. However, candidates may direct questions, if any, by email to Kaitie_ClarkJoseph@ilcd.uscourts.gov.

NOTICE TO APPLICANTS

Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. The court requires employees to adhere to an ethical Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Employees of the District Court for the Central District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations.

The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

**THE UNITED STATES DISTRICT COURT FOR THE CENTRAL DISTRICT
OF ILLINOIS IS AN EQUAL OPPORTUNITY EMPLOYER**