

UNITED STATES DISTRICT COURT

Central DISTRICT OF ILLINOIS

POSITION: Judicial Law Clerk to Magistrate Judge, Term
Start date to be determined between June 1, 2024 and August 1, 2024

VACANCY NUMBER: 2024-06

LOCATION: Springfield, Illinois

CLASSIFICATION: JSP Grade 11/1 – JSP Grade 13/10

SALARY RANGE: \$72,553 – \$134,435

DATE POSTED: April 29, 2024

CLOSING DATE: June 30, 2024

POSITION SUMMARY

The United States District Court for the Central District of Illinois is seeking a full-time term judicial law clerk to United States Magistrate Judge Karen L. McNaught. The position is a one-year term and may be extended upon mutual agreement, but will not exceed four years. The law clerk provides critical support to Judge McNaught; conducts legal research; and prepares legal memoranda, orders, and draft opinions in both civil and criminal cases. The successful candidate for this position will report to the Springfield courthouse and may qualify for ad hoc telework.

SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Review legal submissions (such as motions, petitions, supporting and opposing briefs); research substantive issues of federal and state law; prepare bench memoranda; and draft orders and opinions for review by Judge McNaught in a wide variety of practice areas, including Social Security, civil rights, and criminal matters. Prepare Judge McNaught for hearings and trials. Assist Judge McNaught with case management and prioritize projects to ensure motions are addressed in a timely manner. Perform some administrative functions. Provide legal counsel and support to Judge McNaught and keep informed of changes in the law.

QUALIFICATION STANDARDS

Applicant must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school approved by either the American Bar Association or the Association of American Law Schools and have demonstrated one or more of the following accomplishments or proficiencies:

- Standing within the upper third of the law school class;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or

- Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

To qualify at Grade 11, the applicant must be a law school graduate; to qualify for grade 12, one year of legal work experience is required; to qualify for grade 13, two years of legal work experience is required. With the exception of grade 11, bar membership is also required.

COURT PREFERRED SKILLS

Experience with electronic case filing systems, such as NEXTGEN. Proficiency in Westlaw and/or Lexis. Excellent academic credentials. Superior research and writing skills. Strong organizational skills. Self-motivated, able to work independently and prioritize tasks and meet competing deadlines. Possess proficient typing and personal computer skills. Detail-oriented Reliable. Exceptional oral and written communication skills. Superb analytical skills. Must understand court processes and be familiar with the Federal Rules of Civil Procedure, Federal Rules of Civil Procedure, Federal Rules of Evidence. Aptitude for working well under pressure. Exceptional ability to communicate, articulate, and relate to coworkers, litigants and others with professionalism and integrity.

BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause. Judicial chambers law clerks are covered by the Judiciary Salary Plan. Optional federal benefits include health, life, flexible spending accounts for health and dependent care, and dental and vision insurance. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

BACKGROUND INVESTIGATION REQUIREMENTS

As a condition of employment, the selectee considered for this position is required to undergo an FBI background check. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check.

PROCEDURES FOR APPLYING

Application packets should include the following:

- A letter of interest;
- Résumé;
- AO 78 (revised 04/22) Application for Judicial Branch Federal Employment (located on the court's website at www.ilcd.uscourts.gov/employment);
- Names, addresses, and telephone numbers of three professional references; and
- One writing sample (not edited by others) limited to **no more than 10 pages**.

Application packets may be submitted via OSCAR or sent via email as **one** PDF document to Magistrate Judge Karen L. McNaught; 600 E. Monroe Street; Springfield, Illinois 62701.

Applicants must be United States citizens or eligible to work in the United States. Selection will be consistent with the federal judiciary's policy to provide equal employment opportunity and to promote and facilitate diversity, equity, and inclusion in its workforce. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

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. If a similar position within the District Court opens within 60 days of the closing date of this announcement, applicants under this announcement will be considered without further advertisement and competition. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

THE U. S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER