

**UNITED STATES DISTRICT COURT
DISTRICT OF IDAHO**



NOTICE OF VACANCY

*The United States District Court for the District of Idaho is accepting applications for the position of **Part Time Term Law Clerk** serving Chief U.S. District Judge B. Lynn Winmill. There are four offices within the District of Idaho: Boise (headquarters office), Coeur d'Alene, Moscow, and Pocatello. Assignment of the position is in the Boise office headquarters.*

Announcement Number:	09-01
Position Title:	Part Time (20 hours per week)Term Law Clerk for Chief U.S. District Judge One year clerkship subject to renewal annually for a maximum of 4 years
Location:	Boise, Idaho
Classification Level:	Judicial Salary Plan (JSP 10-12, depending on experience)
Starting Salary:	Depending on experience (Table 01: RUS) JSP 10 \$51,345 JSP 11 \$56,411 JSP 12 \$67,613 * All salaries listed above are annual. This position is a part time 50% position and the salary will be 50% of listed amount.
Closing Date:	Friday, January 16, 2009 at 5:00 p.m. MST
Starting Date (Projected):	January 2009

POSITION OVERVIEW:

The United States District Court for the District of Idaho invites applications for the position of Part Time Term Law Clerk. The law clerk will work under the supervision of Chief United States District Judge B. Lynn Winmill. Duties would include case evaluation and analysis, draft memoranda, and orders, and other tasks as assigned including administrative duties. The law clerk will be appointed for one year subject to renewal for up to four years.

MINIMUM QUALIFICATIONS:

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

- Be a graduate of an ABA accredited law school with strong academic credentials
- Be a licensed attorney (out-of-state license acceptable),
(applicants who have taken the bar exam and are awaiting results will be considered)
- Possess superior research and writing skills
- Be proficient in computer assisted research, Windows and Word Perfect (or Word)
- Exhibit strong analytical ability
- Demonstrate excellent verbal, written and interpersonal skills
- Commitment by applicant of at least 2 years

DESIRABLE QUALIFICATIONS:

- Experience on law review, moot court, publication in a law review journal, legal internship or externship - preferably for a federal judge
- Other relevant legal experience received after graduation from law school

BENEFITS:

A generous benefits package is available and includes the following:

- Ten days paid leave per year
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- Flexible Benefits Program
- Federal Employees' Group Long Term Disability Program (FGLTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)

APPLICATION PROCESS:

Qualified applicants should send a **letter of interest, current resume, writing sample, references, law school transcripts** and a **completed AO-78, Application for Federal Employment form*** to:

U.S. Courts, District of Idaho
Attn: Julie Glass, Human Resources
550 West Fort St.
Boise, ID 83724
Julie_Glass@id.uscourts.gov

NO FAXES PLEASE
Emails are accepted in PDF format

*Application forms (AO-78) are available on our website in fillable format at www.id.uscourts.gov, or at any of our office locations. Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete or late, you may lose consideration for this position.

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

As a condition of employment, all new employees are subject to a background check or investigation which includes an FBI fingerprint check, and retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

Due to the expected high volume of applicants for this position, the U.S. Courts for the District of Idaho will only make contact with those qualified applicants who will be invited for an interview.

THE UNITED STATES COURTS FOR THE DISTRICT OF IDAHO
IS AN EQUAL OPPORTUNITY EMPLOYER