



UNITED STATES DISTRICT COURT – SOUTHERN DISTRICT OF IOWA

POSITION: Term Law Clerk for U.S. Magistrate Judge William P. Kelly

LOCATION: Des Moines, IA

OPENING DATE: May 21, 2024

CLOSING DATE: June 21, 2024

CLASSIFICATION LEVEL/SALARY RANGE: JSP 11-12 (\$73,088 - \$87,602, depending on qualifications)

POSITION SUMMARY

The United States District Court for the Southern District of Iowa is seeking a term law clerk to United States Magistrate Judge William P. Kelly. Incumbent reports directly to the judge and is primarily responsible for conducting legal research, advising the judge on legal matters, preparing legal documents such as orders, memoranda, jury instructions, and draft opinions and verifying citations. This clerkship will be for up to two years, starting in August 2025.

DUTIES AND RESPONSIBILITIES

Provides information, guidance, and advice to Magistrate Judge Kelly in connection with pending civil and criminal litigation, and manages special projects and other administrative duties for the judge as needed.

Drafts appropriate recommendations and orders for the Court's signature.

Reviews complaints, petitions, motions, and pleadings that have been filed to determine issues involved and basis for relief.

Performs legal research.

Maintains liaison between the Court and litigants; corresponds with other court officials and personnel.

Reviews docket of pending litigation to assure proper progress. Keeps Court advised of those cases where action by the Court is appropriate.

Performs other duties as assigned.

QUALIFICATIONS

To qualify for the position of term law clerk, 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 of recognized standing, and have *one or more* of the following attributes:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies which, in the opinion of the judge, is the equivalent of one of the above.

Exceptional legal research skills, proficient with Westlaw and Lexis. Exceptional legal writing skills, proficient with Word. Self-motivated, able to manage multiple tasks and competing deadlines. Exceptional ability to communicate, articulate, and relate to coworkers and others with professionalism and integrity.

For consideration at the JSP 12 level, an applicant must meet the qualifications for a JSP grade 11, possess one additional year of full-time legal work experience after graduation and be a member of the Bar of a state, territorial, or Federal Court of general jurisdiction.

BENEFITS

Benefits available include:

- Eleven paid holidays per year
- Federal Employees' Health Benefits
- Federal Employees' Group Life Insurance
- Flexible Benefits Program
- Federal Judiciary Long Term Care Insurance

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employment is terminable at will.

MISCELLANEOUS

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The U.S. District Court for the Southern District of Iowa provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The U.S. District Court for the Southern District of Iowa reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

The U.S. District Court for the Southern District of Iowa does not reimburse for expenses associated with interviews or relocations.

APPLICATION INFORMATION

Candidates must submit: (1) a cover letter, (2) a resume, (3) writing sample, (4) law school transcript, (5) a list of references with contact information, and (6) 2 letters of recommendation. Applications submitted without all items will not be considered. Only applicants selected for an interview will be notified.

Applications materials should be marked “confidential” and mailed or e-mailed to:

Mindi Shepherd, Human Resources/Training Manager
U.S. District Court, Southern District of Iowa
P.O. Box 9344
Des Moines, IA 50306-9344
E-mail: mind_shepherd@iasd.uscourts.gov

The United States District Court is an Equal Opportunity Employer.