



Position: Judicial Law Clerk (Term)

Posting Period: April 23, 2024, through May 17, 2024 (priority consideration given to those who apply by May 3, 2024, at 4:00 p.m. EST).

Term Period: Term of up to two years commencing June 10, 2024* (start date flexible)

Salary Range: JSP 11 (\$72,553) to JSP 13 (\$103,409), depending on qualifications.

Location: South Bend, Indiana

Introduction:

The United States District Court for the Northern District of Indiana is accepting applications for the position of term law clerk to the Hon. Michael G. Gotsch, Sr., the incumbent United States Magistrate Judge until his retirement in August 2024, with the intent of continuing employment with the newly appointed United States Magistrate Judge beginning in August 2024. This position is in the Federal Courthouse in South Bend, Indiana, and is a full-time position commencing June 10, 2024, for a term of up to two years, but actual working time may be less or more. There is the potential for renewal for up to four years at the discretion of the judge. For additional information about the Court, visit <https://www.innd.uscourts.gov>.

Representative Duties:

Screen and review all filings in pending litigation to assist the Court in case management and resolution of pending matters. Conduct legal research as required and draft appropriate recommendations, opinions, and orders for the Court's signature. Evaluate internal procedures and propose innovative and effective methods of case management and chambers operation. Keep abreast of changes in the law to advise the Court. Provide information, guidance, and advice to judges and other Court personnel. Perform other duties as assigned such as administrative tasks and assisting the judge during courtroom proceedings. Interact with the public, attorneys, and other federal employees on behalf of the Court.

**Qualifications/
Skills**

The successful candidate will be a graduate of a law school of recognized standing and a detail-oriented self-starter who demonstrates excellence in legal research, legal writing, analytical skills, oral and written communication, organization, interpersonal skills, and collegiality. Preference will be given to applicants with bar membership who have prior legal work experience as a judicial law clerk, staff attorney, or intern in the Federal courts or have pursued other progressively responsible legal work experience, including substantial legal activities while on military duty. Recent law school graduates will also be considered, with prioritization

<p>Conditions of Employment:</p> <p>Salary/Benefits:</p>	<p>of those who graduated in the upper third of their law school class, served on the editorial staff of a law journal, published a noteworthy article in a law journal or scholarly publication, achieved high honors for academic excellence in law school, or competed as part of a law school's moot court team.</p> <p>Employees of the United States District Court serve under excepted appointments and are considered "at will" employees. All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. All applicants must be U.S. citizens or be eligible to work in the United States. All appointments are subject to mandatory electronic direct deposit of salary payments. Term law clerks are limited to a four-year term with the Federal courts.</p> <p>Term law clerks are covered by the Judiciary Salary Plan, which establishes salary based on a combination of legal studies, work experience, and bar membership. For additional information regarding qualifications, salary, and benefits, see https://oscar.uscourts.gov/qualifications_salary_benefits#qualifications.</p>
<p>Application Process:</p>	<p>Qualified applicants are invited to submit a cover letter, resume, writing sample, law school transcript, and a list of 3 professional references. Letters of recommendation will also be accepted but are not required. Applications will be reviewed as received and interviews will begin the week of May 6, 2024. Applications received after May 17, 2024, will not be considered.</p> <p style="text-align: center;">All materials should be submitted either by <u>mail</u> to: Chambers of Hon. Michael G. Gotsch, Sr. Robert A. Grant Federal Courthouse 204 South Main Street, Suite 201 South Bend, IN 46601</p> <p style="text-align: center;">OR by <u>e-mail</u> as a single PDF document to: Gotsch_Chambers@innd.uscourts.gov with the Subject Line "2024 LAW CLERK APPLICATION."</p> <p style="text-align: center;">Please note that this job announcement is not posted on OSCAR.</p> <p>The United States District Court reserves the right to modify the conditions of this job announcement, to withdraw it, and/or to fill the position earlier than the closing date. Any such actions may occur without prior written or other notice.</p>
	<p>Expenses for interviews and relocation will not be paid by the court. Only those applicants selected for an interview will be contacted. http://www.innd.uscourts.gov</p>