



Position: Judicial Law Clerk (Term)

Posting Period: April 15, 2021 through May 14, 2021

Term Period: Term of two years commencing August 16, 2021

Salary Range: JSP 11 (\$64,649) to JSP 13 (\$119,787), 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 law clerk to Hon. Michael G. Gotsch, Sr., United States Magistrate Judge. This position is located in the Federal Courthouse in South Bend, Indiana, and is a full-time position commencing August 16, 2021, for a term of two years with 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 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.

Conditions of Employment:

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.

Salary/Benefits:

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.

Application Process:

Qualified applicants are invited to submit a cover letter, resume, writing sample, law school transcript, and 2 letters of recommendation. Applications will be reviewed as received. Applications received after May 14, 2021, will not be considered.

All materials should be submitted either by mail to:

Chambers of Hon. Michael G. Gotsch, Sr.
Robert A. Grant Federal Courthouse
204 South Main Street, Suite 201
South Bend, IN 46601

OR by e-mail as a single PDF document to:

Gotsch_Chambers@innd.uscourts.gov
with the Subject Line “2021 LAW CLERK APPLICATION.”

Please note that this job announcement is not posted on OSCAR.

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.

Expenses for interviews and relocation will not be paid by the court. Only those applicants selected for an interview will be contacted.

The United States District Court is an Equal Opportunity Employer