



*United States District Court  
District of Alaska  
222 W. 7<sup>th</sup> Avenue, Box 4, Rm 229  
Anchorage, Alaska 99513  
[www.akd.uscourts.gov](http://www.akd.uscourts.gov)*

Position: Term Law Clerk – Job #18-13 USDC  
Opening Date: September 6, 2018  
Closing Date: September 27, 2018 or until filled  
Starting Salary: JS 13, Salary Range: \$96,819  
Location: Anchorage, Alaska

**POSITION OVERVIEW:**

The United States District Court for the District of Alaska is seeking highly qualified applicants for a full-time staff attorney who is mature, responsible, poised, ethical, hardworking, and professional in conduct and appearance. The person must also possess sound judgment, exercise initiative, and fully recognize the gravity and obligations of employment within the federal judiciary. The staff attorney will serve the court at large rather than an individual judge, and report to Chief Judge Timothy M. Burgess. This position is a one year term.

The attorney will provide a wide range of duties including, but not limited to: independently conducts legal research; reviews case records/filings; and drafts proposed opinions, memorandum decisions, and orders; monitoring and managing docket activity in pending civil and criminal cases, provides procedural and substantive legal advice and assistance in connection with prisoner petitions and complaints.

**QUALIFICATIONS:**

The applicant must be a graduate of an accredited law school and member of any state bar. The applicant must possess superior legal research and writing skills, be organized, detail-oriented, highly motivated and a team leader. Two years or more of legal work experience post JD is required and prior judicial clerkship experience is preferred.

**BENEFITS:**

Employees of the United States District Court are considered "at will" employees. A benefits package is available and includes ten paid holidays per year, health insurance, life insurance, dental and vision insurance, and flexible spending accounts. The position also is subject to mandatory Electronic Funds Transfer (EFT) participation of net pay.

**APPLICATION PROCEDURE:**

Qualified candidates may apply by e-mailing the following:

- Cover letter
- Resume, including contact information for at least three professional references
- AO-078 available at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>
- Writing sample of no more than 10 pages
- send as a **single .pdf document** to: [HR@akd.uscourts.gov](mailto:HR@akd.uscourts.gov)

*Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Interviews will be held at the James M. Fitzgerald United States Courthouse in Anchorage. Applicants selected for interviews must travel at their own expense. Relocation expenses may be reimbursed.*

*The United States District Court requires employees to follow a code of conduct which is available 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. The Court reserves the right to modify the conditions of this job announcement without prior written or other notice.*