



*United States District Court
District of Alaska
222 W. 7th Avenue, Box 4, Rm 229
Anchorage, Alaska 99513
www.akd.uscourts.gov*

Position: Term Law Clerk – Job # USDC 17-06 (Temporary/Part-time)
Opening Date: June 22, 2017
Closing Date: July 19, 2017 (or until filled)
Starting Salary: JS 13/1 - \$92,426 (prorated for part-time)
Location: Anchorage, Alaska

The United States District Court for the District of Alaska is seeking qualified candidates for a term law clerk position. The Court seeks to hire a term law clerk to assist with social security cases. This part-time temporary position (40 hours a pay period) is available immediately and will be a 1-4 year term, contingent upon satisfactory performance.

REPRESENTATIVE DUTIES:

- The law clerk in this position will work on social security appeals and will perform legal research, draft reports, recommendations, and proposed orders;
- Draft bench memos for the judge's consideration; and
- Proofread orders and opinions, verify citations.

MINIMUM QUALIFICATIONS:

The applicant must be a law school graduate from a law school of recognized standing, and must possess excellent research and writing skills, with PC proficiency in Windows and Word. Must have at least two years of legal work experience subsequent to receiving a J.D., and be a member in good standing of a state bar. The ideal candidate will also have exceptional organizational skills, the ability to multitask, the ability to maintain confidentiality, dependable and responsible, and the ability to communicate effectively.

BENEFITS:

Employees of the United States District Court are considered "at will" employees. A benefits package is available and includes 11 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:

- A letter of interest addressing relevant work experience
- A current resume and three letters of reference
- Writing sample of no more than 10 pages
- send as a **single .pdf document** to: 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.

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 United States District Court is an Equal Opportunity Employer