



*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 18-14
Opening Date: September 11, 2018
Closing Date: September 30, 2018, or until filled
Starting Salary: JS 11 – 13, Salary Range: \$67,930 - \$125,865 (depending upon experience, qualifications and bar membership)
Location: Anchorage, Alaska

The United States District Court for the District of Alaska is seeking qualified candidates for the position of term law clerk for United States Magistrate Judge Matthew M. Scoble. This position will be appointed for a one year term and will begin as soon as possible. More than one position is available.

REPRESENTATIVE DUTIES:

Primary duties of the position include administrative and traditional law clerk responsibilities such as researching substantive issues of federal and state law, drafting legal memoranda, opinions and orders, and attending court proceedings. Additional duties include interacting with chambers staff, court personnel, litigants and/or the public, and generally providing trusted legal support to the Judge. Selected candidate may perform other duties as assigned. Successful candidates must exhibit the highest standards of excellence and integrity, and display, at all times and to all persons, a courteous, professional and cooperative attitude.

MINIMUM QUALIFICATIONS:

The applicant must be a graduate of an American Bar Association accredited law school of recognized standing or the Association of American Law Schools, and must possess superior legal research and writing skills, be organized, a team player and highly motivated. Experience on the editorial board of a law journal 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:

- A letter of interest addressing relevant work experience and law school transcript
- A current resume, including contact information for at least three professional references
- 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 Court reserves the right to modify the conditions of this job announcement without prior written or other notice.

The United States District Court is an Equal Opportunity Employer