



*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 Administrative Law Clerk – Job # USDC 18-17  
**Opening Date:** November 7, 2018  
**Closing Date:** November 30, 2018  
**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 District Judge Sharon L. Gleason. This position will be appointed for a one year term, subject to satisfactory performance, and will begin as soon as possible. There is a possibility that the position may be extended to a Career Law Clerk position.

**REPRESENTATIVE DUTIES:**

- Responsible for clerical/administrative duties, such as editing, proofreading, copying, preparing files, docketing in electronic case filing (CM/ECF) system, telephonic communications, scheduling, making travel arrangements, etc.; and
- Exhibit the highest standards of excellence and integrity; and
- Provides legal research and writing assistance, prepares draft memoranda, opinions and orders, communicates with counsel regarding case management and procedural requirements, and assists the Judge during courtroom proceedings.

**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
- 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](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.*

*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.*