



*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:** Law Clerk – Job # USDC 18-17 (repost)  
**Opening Date:** January 7, 2019  
**Closing Date:** January 28, 2019  
**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 law clerk with administrative duties 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.

**LEGAL DUTIES:**

- Perform research, analysis, and drafting of memoranda, opinions, and other dispositions, in close consultation with Judge Gleason.
- Carry approximately one-half the case load of other term law clerks in chambers; and
- Legal duties are expected to require half of the work day.

**ADMINISTRATIVE DUTIES:**

- Serves as the administrative office manager with overall responsibility in assisting Judge Gleason with completing a range of administrative tasks to include editing, proofreading, copying, etc.;
- Tracking Judge Gleason's workload from the initial assignment of a case through its completion;
- Preparing reports regarding the status of pending cases;
- Managing Judge Gleason's calendar;
- Maintaining office functionality; and
- Administrative duties are expected to require half of the work day.

**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. Two to five years of paralegal or other administrative related duties 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, and dental and vision insurance. 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 detailed cover letter
- A current resume, including contact information for at least three professional references
- Law school and undergraduate transcripts
- 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. If unable to travel, a video conference interview may be possible.*

*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