

Notice of Term Law Clerk Opportunity

United States District Court Eastern District of Missouri



Posting Date: 03/13/2025
Vacancy Number: TLC-0325
Position Title: Term Law Clerk to United States Magistrate Judge Stephen R. Welby
Salary Range: JSP 11: 75,815-\$98,554, JSP 12: \$90,870-\$118,136, JSP 13: \$108,057-\$140,476
(dependent on qualifications)

Position Location: St. Louis, MO
Duration: Up to 1 year and 1 day
Closing Date: Open until filled with intentions of position starting in September 2025

** Anyone who has previously applied must submit a new application **

Position Summary

The position of Term Law Clerk is a full-time position and is located in St. Louis, MO. This position duration is subject to a term time limit and the term will begin in September 2025.

Principal duties of the position include:

- Research substantive issues of federal and state law
- Draft legal memoranda, opinions and orders
- Prepare the Judge for hearings, trials or mediations
- Assist the Judge with case management
- Generally, provide legal counsel and support to the Judge
- Exhibit the highest standards of excellence and integrity

Qualifications

To qualify for the position of term law clerk, an individual must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school accredited by the American Bar Association or the Association of American Law Schools, and have demonstrated one of the following accomplishments or proficiencies:

- (a) Standing within the upper third of the law school class from a law school of the approved list of either the American Bar Association or the Association of American Law Schools;
- (b) Experience on the editorial board of a law review of such a school;
- (c) Graduation from such a school with an LLM degree; or
- (d) Proficiency in legal studies that, in the opinion of the appointing Judge, is the equivalency of one of

the above. Some examples of criteria that are considered to be acceptable as equivalent include:

1. Publication of a noteworthy article in a law school student publication or other scholarly publication;
2. Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
3. Winning of a moot court competition or membership on a moot court team that represented the law school in competition with other law schools.

This list is not all-inclusive; the determination of an acceptable equivalence rests with the appointing Judge.

One or more years of practice experience as a litigation attorney is preferred.

The number of years of legal work experience possessed, as well as bar membership, impacts salary. Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

Benefits

In addition to paid federal holidays, benefits for this position include federal employees' group health, dental, vision and commuter or parking subsidy. Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

Background Investigation Requirements

The selectee considered for this position is required to undergo an FBI Background Check and/or Investigation and social media inquiry as a condition of employment. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation.

Application Procedure and Information

Applicants must be United States citizens or eligible to work in the United States. Appointment is contingent upon providing proof of United States citizenship, please see <https://www.moed.uscourts.gov/sites/moed/files/Citizenship-Requirements-Employment-Judiciary.pdf> for requirements. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause.

Qualified persons are invited to submit; current résumé, cover letter, and one legal writing sample. Candidates may, but are not required to, submit letters of recommendation, two or more professional or academic references, undergraduate transcripts, and law school academic transcripts. Please note that if selected for an interview candidates are required to complete an application for judicial branch employment, form AO-78 (https://www.uscourts.gov/sites/default/files/ao_078-08-2024_1.pdf), undergraduate academic transcripts, and law school academic transcripts.

Application materials may be e-mailed to MOED_Employment@moed.uscourts.gov with TLC-0325 in the subject line.

Only candidates selected for an interview will be contacted. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior notice, written or otherwise. If another position becomes vacant in a similar classification within a reasonable time of the original announcement, the appointing judge(s) may select a candidate from the applicants for either position without re-posting any position. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

Equal Opportunity Employer