

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF NEW YORK  
**POSITION VACANCY 16-10**

**POSITION:** Law Clerk to U.S. District Judge  
**LOCATION:** Rochester, New York  
**OPENING DATE:** October 31, 2016  
**CLOSING DATE:** December 15, 2016  
**SALARY:** Salary commensurate with experience and education.

***Position Overview***

The United States District Court for the Western District of New York is seeking a Law Clerk to support United States District Judge Wolford. One position is available, for a minimum two-year term commencing in May/June 2017.

The law clerk reports directly to the judge and is primarily responsible for conducting legal research, advising the judge on legal matters, preparing bench memos, drafting decisions and opinions, and editing and proofreading the judge's decisions and opinions. The law clerk is also responsible for case management and other administrative duties.

***Qualifications***

To qualify, eligible candidates must have at least 2 years of legal experience (*e.g.*, prior post-law school clerkship, working at a firm or other legal employer), and must have graduated in the top 25% of law school class with outstanding legal research, writing and analytical skills. Experience with a law review or other law school journal preferred. Must be a team player.

***Benefits***

Federal benefits include: Health, life, dental, vision, disability, and long term care options; paid holidays and leave; flexible medical, dependent care and commuter benefits eligibility; defined benefit retirement, matching and tax-deferred Thrift Savings Plan, if position eligible.

***Information for Applicants***

Applicants must submit a detailed résumé, cover letter and writing sample by email to: [elizabeth\\_wolford@nywd.uscourts.gov](mailto:elizabeth_wolford@nywd.uscourts.gov)

The United States District Court requires employees to adhere to a Code of Conduct which is available on the court's web site at [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov). Only qualified applicants will be considered for this position. Applicants selected for interviews may be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. citizens or eligible to work in the United States.

As a condition of employment, the candidate selected for this position will be subject to a background check. Additionally, this position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. All employees of the U.S. District Court are EXCEPTED SERVICE appointments. Excepted service appointments are "at will," and as such, can be terminated with or without cause by the Court. The selected applicant must satisfactorily complete a probationary period. The employing agency reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

***The U.S. District Court for the Western District of New York is an Equal Opportunity Employer.***