



VACANCY ANNOUNCEMENT

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF NEW YORK

Address: 2 Niagara Square, Buffalo, NY

Website: www.nywd.uscourts.gov

Position: Court Law Clerk

This is a term appointment. The lifetime limitation for term appointments allows a law clerk to serve in the Judiciary for no more than four cumulative years.

Vacancy: 26-02

Duty Station: Buffalo, New York

Salary: Salary commensurate with experience and education

Overview

The United States District Court for the Western District of New York is seeking a full-time Court Law Clerk to assist with the Court's civil caseload. The successful candidate must be proficient in legal research and writing, able to maintain a high level of attention to detail, and capable of producing quality work in an efficient and timely manner.

The successful candidate must also exhibit the highest standards of excellence and integrity, and display, at all times and to all persons, a courteous, professional, and cooperative attitude. [CLICK HERE](#) to view a brief video about legal professionals working in the Courts.

This position requires onsite work at the Robert H. Jackson United States Courthouse with the possibility for remote work.

Representative Duties

- Conduct legal research.
- Review case records and filings and analyze options.
- Draft proposed decisions and orders.
- Discuss legal analysis with the assigned Judge.
- Maintain reports, as required, that reflect the status and completion of assignments.
- Other duties as assigned.



How to Apply

Please submit a cover letter, resumé, writing sample, law school and undergraduate transcripts, and AO78 Application for Judicial Branch Federal Employment (available at www.uscourts.gov) as a single PDF attachment by email to: applications@nywd.uscourts.gov subject line "Law Clerk, Reference No. 26-02." **Save the documents as one PDF and name the file using only your firstname_lastname.** When the AO78 is filled out electronically and returned by email, the fillable form must first be resaved and submitted as a non-fillable PDF before submission, otherwise the form will appear blank. Applicants are required to complete the AO78, page 5, Optional Background Information. Only candidates selected for an interview will be notified and must travel at their own expense.

Important Dates

Position Available: Immediately.

Position End Date: As long as funding permits.

Application Deadline: Until filled.

District Overview

The District's jurisdiction encompasses the 17 most western counties of Upstate New York, with courthouses located in Buffalo and Rochester. The District is comprised of seven United States District Judges, seven United States Magistrate Judges, and approximately 100 employees.

Qualification Requirements

To qualify, eligible candidates must have graduated from law school and be admitted to the bar.

Preferred Qualifications/Court Preferred Skills

Prior federal clerkship experience, at least two years' experience as practicing attorney, standing within the upper quarter of law school, superior analytical ability and strong legal research and writing skills, and experience on the editorial board of a law review or law journal preferred.

Organizational Relationship

This position reports to Chief United States District Judge Elizabeth A. Wolford.

Benefits

Click [HERE](#) to learn more about the Judiciary's benefits.

Background Investigation

This is a sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an Office of Personnel Management background check and a favorable suitability determination.

Applicant Information

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit.

The United States District Court for the Western District of New York is an Equal Opportunity Employer.