



VACANCY ANNOUNCEMENT

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF NEW YORK

Address: 2 Niagara Square, Buffalo, NY

Website: www.nywd.uscourts.gov

Position: Law Clerk (Temporary)

Vacancy: 22-11

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 temporary law clerk to support United States District Judge John L. Sinatra, Jr.

Law clerks provide the Court with procedural and substantive legal advice regarding the disposition and efficient completion of cases. They review, summarize, research, and analyze matters before the Court. Their research and recommendations assist the Court in resolving legal arguments presented and in deciding cases expeditiously. [CLICK HERE](#) to view a brief video about legal professionals working in the Courts.

Representative Duties

- Conduct legal research
- Review case records and filings, and analyze legal issues
- Draft legal memoranda and propose opinions and orders
- Discuss legal analysis with assigned Judge
- Provide procedural information to litigants and counsel
- Perform case management and other duties associated with the administration of cases



How to Apply

Please submit a cover letter, resume, and AO78 Application for Judicial Branch Federal Employment ([CLICK HERE](#) for AO78) as a single PDF attachment and email to: applications@nywd.uscourts.gov subject line “Temporary Law Clerk, Reference No. 22-11.” Save the documents as one PDF, using 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.

Important Dates

Temporary Period of Employment: Approximately early 02/2023 through early 05/2023

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 8 United States District Judges, 7 United States Magistrate Judges, and approximately 120 employees.

Qualification Requirements

To qualify, eligible candidates must have graduated from law school.

Preferred Qualifications/Court Preferred Skills

Prior experience, standing within the upper quarter of law school class, 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 directly to United States District Judge John L. Sinatra, Jr.

Benefits

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

Background Investigation

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 must complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.

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.