VACANCY ANNOUNCEMENT

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NEW YORK
Address: 100 State Street, Rochester, NY
Website: www.nywd.uscourts.gov

Position: **Term Law Clerk**
The lifetime limitation for term appointments allows a law clerk to serve in the Judiciary for no more than four cumulative years

Vacancy: **26-18**

Duty Station: **Rochester, New York**

Salary: **JSP Grade 11 ($75,202-$97,767)**
JSP Grade 12 ($90,135-$117,177)
JSP Grade 13 ($107,182-$139,339)
Salary commensurate with experience and education

Overview

The United States District Court for the Western District of New York is seeking a term law clerk to support Chief United States District Judge Elizabeth A. Wolford.

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 options
- Draft legal memoranda and propose opinions and orders
- Discuss legal analysis with the Judge
- Provide procedural information to litigants and counsel
- Perform case management and other duties associated with the administration of cases

How to Apply

Please apply for the position directly using the court's online system. All application materials, including your cover letter, resumé, writing sample, law school and undergraduate transcripts (unofficial acceptable), and application should be submitted through the online system. The online system is also accessible via the court's website https://www.nywd.uscourts.gov/employment-opportunities.

Only candidates selected for an interview will be notified and must travel at their own expense.

Important Dates

Position Available: September 2027

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 a 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 directly 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.