



**United States District Court
District of South Dakota**

VACANCY ANNOUNCEMENT 16-07

POSITION TITLE: Law Clerk – 1 Year Term
LOCATION: Rapid City, South Dakota
STARTING SALARY: CL 27, Step 24 - \$58,752
OPENING DATE: Thursday, May 5, 2016
CLOSING DATE: Friday, May 20, 2016

DUTIES AND RESPONSIBILITIES

The United States District Court for the District of South Dakota is recruiting for a full-time Law Clerk in Rapid City, South Dakota. This is an entry-level position for an attorney who has one year or less of post-law school experience. The incumbent is responsible for screening motions, performing research and drafting recommendations and orders.

REPRESENTATIVE DUTIES

- Reviews and analyzes the agency records, parties' briefs, motions, and all other documents in cases.
- Conducts in-depth legal research of all issues that form the basis for the disposition of cases and motions; presents recommended dispositions for judges' consideration.
- Prepares written memorandum for submission explaining the factual and legal bases for recommended dispositions of appeals.
- Screens cases on appeal for jurisdictional defects, the difficulty of the appeal, and the necessity for oral argument.
- Drafts opinions and orders for judges' consideration.
- Conducts research on specific legal questions from judges and prepares memoranda on the results of the research.
- Performs courtroom duties for the District Court Judge.
- Performs other duties as assigned.

QUALIFICATIONS

To qualify for this position, a candidate must be a law school graduate or be certified as having completed all law school studies and requirements and awaiting conferment of degree of recognized standing. The candidates must be in standing within the upper half of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law School.

ADDITIONAL INFORMATION

Employees are required to adhere to a Code of Conduct for Judicial Employees which is available to applicants to review upon request.

This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).

Applicant must be a U. S. Citizen or be eligible to work in the United States.

The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

APPLICATION PROCESS:

Qualified applicants should submit the following:

- A letter of interest
- A current resume
- A completed AO-78 Application located at <http://www.uscourts.gov/Careers.aspx> and
- A short writing sample

Please send completed application and requested documents to:

**Human Resources – Vacancy 16-07
U.S. Probation/Pretrial Services Office
314 S. Main Ave., Suite 100
Sioux Falls, South Dakota 57104**

or fax to 605-977-8951 or email: human_resources@sdd.uscourts.gov

Each applicant will be required to fund their own travel expenses to and from the interview site.

THE U.S. DISTRICT COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.