

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA
INDIANAPOLIS DIVISION**

PART-TIME ATTORNEY TO THE CLERK
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**CL 28-29 (\$41,471 -\$61,264) based on
Part-time Schedule - 48 hours per biweekly pay period
Starting salary commensurate with work experience, bar admission and prior pay history.
CLOSING DATE: Wednesday, August 23, 2017**

The United States District Court for the Southern District of Indiana is accepting applications for a part-time Attorney to the Clerk, who will provide substantive legal analysis, advice and assistance on court-related legal issues. Manages, researches, and drafts opinions in attorney discipline cases. Performs research and drafting of proposed Local Rules. Serves as court's liaison on the Local Rules Advisory Committee. The incumbent reviews and analyzes the district court and agency records and prepares memoranda and reference materials on ethics, jurisdiction, conflicts and substantive law for distribution and use by judges and other court personnel. Additional responsibilities may include long-range planning; drafting of policy manuals for the court and the public; legal research and preparation of legal memoranda for the Clerk's review regarding court-related legal issues or other specific legal questions which may arise. Consistent with ethics rules, the incumbent may not practice law outside of this position.

MINIMUM QUALIFICATIONS

Graduation in the top-half of the class of an accredited law school; good character and maturity; minimum of six years of progressively responsible experience in the practice of law, in a judicial clerkship, or other comparable position demanding quality legal writing; excellent skills in research, writing, proofreading, communication, source and cite checking (including use of proper Bluebook form); ability to work independently, displaying sound judgment; proficiency in computer-assisted legal research; proficiency in MS Word with excellent typing skills; ability and willingness to work collegially with others.

HOW TO APPLY:

- (1) A résumé (including GPA and class rank, as well as day and evening telephone numbers), (2) a writing sample (no more than 10 pages), (3) a law school transcript, (4) a completed *AO 78 Application for Judicial Branch Federal Employment* (application form is on the court website www.insd.uscourts.gov), (5) a list of references, and (6) a cover letter indicating why you are interested in the position, should be emailed to: HRsubmit@insd.uscourts.gov
Applications must be emailed no later than August 23, 2017.

The Court is an Equal Opportunity Employer. Applicants are subject to a complete background check. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment.