

HOW TO APPLY FOR THE PART TIME ATTORNEY TO THE CLERK POSITION

Qualified applicants should submit 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) 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 at least three references with day and evening telephone numbers; and (6) a cover letter indicating why you are interested in this position. **All of the above items should be emailed as A SINGLE PDF document to: HRsubmit@insd.uscourts.gov** and ensure that your name and the words "Attorney to the Clerk" appear in the subject line of your email. Applications must be emailed before 5:00 pm, Wednesday, August 23, 2017. **Applications will be reviewed as they are received and the position may be filled prior to the Application Deadline. Faxed and mailed résumés will not be accepted.**

[JUDICIAL APPLICATION FORM AO 78](#)

The above form is in PDF format and can be viewed or printed using Adobe's Acrobat® Reader, which is available free by [clicking here](#). To save the file to your local machine, right click on the link, then click on "Save link as."

BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the available benefits are:

- Participation in the federal health, dental and vision programs of your choice
- Participation in the Federal Employees Retirement System (FERS), including the Thrift Savings Plan – similar to a 401(k)
- Participation in a group life insurance program
- Participation in a long-term care insurance program
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis
- Participation in the Commuter Benefit Program
- Credit for prior government service
- Paid annual and sick leave and ten paid holidays per year