

HOW TO APPLY FOR THE PART-TIME STAFF ATTORNEY 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 part-time position. Please email all of these materials in Word or PDF format to: HRsubmit@insd.uscourts.gov and ensure that your name and the words "Staff Attorney" appear in the subject line of your email. Applications must be emailed before 5:00 pm, Friday, November 28, 2014.

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. Part-time employees' benefits may be pro-rated based on coverage and/or cost-sharing of premium. 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