

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

<p>Judicial Law Clerk to District Judge Tanya Walton Pratt JSP 11-13 (\$58,246 - \$83,018) CLOSING DATE: Friday, August 29, 2014, or until filled.</p>

The United States District Court for the Southern District of Indiana is accepting applications for a Term Judicial Law Clerk for District Judge Tanya Walton Pratt. Responsibilities include management of civil and criminal cases, research, and preparation of legal memoranda, bench memos, orders, draft opinions, reports and recommendations. Other duties include proofreading, verification of citations, assistance in courtroom proceedings, and special projects. A law clerk works cooperatively with other members of the judge's staff in order to effectively support the judge in fulfilling her judicial responsibilities. Applicants should be self-motivated, able to manage multiple tasks and meet competing deadlines.

Starting salary is dependent upon qualifications, prior years of legal work experience and bar admission. Salary may be higher with previous experience as a law clerk to a federal judge. The term of employment is one to two years with a possibility of extension not to exceed a cumulative four years in the judiciary. Employment will commence October 20, 2014. First consideration may be given to those who apply early.

QUALIFICATIONS

Candidates must have the following minimum qualifications: (1) law school graduation in the top quarter of the graduating class (top 10% **preferred**); (2) law review/journal experience; (3) good character, maturity, and willingness to work long hours; (4) excellent skills in research, writing, proofreading, communication, and source and cite checking (including use of proper Bluebook form); (5) proficiency in computer-assisted legal research; and (6) proficiency in Windows and Word. Prior law clerk experience, experience researching and writing motions, memoranda of law, and appellate briefs in federal court, or post-graduate litigation experience will be viewed favorably and may be considered as a valid substitute for class rank. Desirable applicant qualities include: detail oriented, reliable, punctual, ability to work independently, keen analytical skills, and an understanding of federal court processes and procedures. Familiarity with the federal judicial system's electronic case filing system and prior experience as a judicial law clerk or intern are preferred but not required.

HOW TO APPLY

Qualified applicants should submit a résumé (including GPA and class rank, day and evening telephone numbers), a writing sample (maximum of 10-15 pages), a law school transcript, three references with telephone contact information, and a completed application form (AO 78 - see fillable form below) as well as a cover letter indicating why you are interested in the position. All materials should be emailed to HRsubmit@insd.uscourts.gov and the subject line should reference "Pratt Term Law Clerk." Completed application materials must be received no later than 5:00 PM, Friday, August 29, 2014.

[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."

The Court is an Equal Opportunity Employer. Applicants must be U.S. citizens or eligible to work in the United States. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request. Employees of the United States District Court are Excepted Service Appointments. Excepted Appointments are "at will" and can be terminated with or without cause by the Court. The United States District Court is a smoke-free environment.

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 a group life insurance program
- Participation in a group long-term disability insurance program.
- Participation in either a short-term and/or long-term care group 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
- A minimum of ten paid holidays per year