

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF INDIANA  
INDIANAPOLIS DIVISION

**Term Law Clerk – JSP 11 – Salary \$60,623**

**This is a temporary position scheduled for one year and one day.**

**CLOSING DATE: December 8, 2017, or until filled**

The United States District Court for the Southern District of Indiana is accepting applications for a term law clerk position to work exclusively on Social Security appeal cases. The law clerk in this position will be assigned to District Judge Richard L. Young, but will perform work for all of the Judges of the Court. The law clerk will perform legal research, review records, and draft proposed opinions and orders. The term of employment is one year and one day. The position will reside in Indianapolis, and employment will commence as soon as possible.

Applicants must have the following minimum qualifications: (1) law school graduation from an accredited law school (2) good character and maturity; (3) excellent skills in research, writing, proofreading, communication, and source and cite checking (including use of proper Bluebook form); and (4) proficiency in Westlaw and/or Lexis. Candidates must demonstrate an ability and willingness to work independently and maintain confidentiality.

To apply, email the following in one PDF document to [HRsubmit@insd.uscourts.gov](mailto:HRsubmit@insd.uscourts.gov) and include the words **Term Law Clerk** in the subject line: (1) cover letter indicating why you are interested in the position; (2) résumé (including GPA and class rank, as well as day and evening telephone numbers); (3) writing sample (no more than **15** pages); (4) law school transcript; (5) contact information for three work related references; and (6) completed *AO 78 Application for Judicial Branch Federal Employment* (available at [www.insd.uscourts.gov](http://www.insd.uscourts.gov)). **Faxed and mailed applications will not be accepted.** First consideration may be given to those who apply early. The deadline for receipt of applications is Friday, December 8, 2017, 5:00 pm eastern time, however consideration may be given to early applicants.

The Court is an Equal Opportunity Employer. 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. The United States District Court is a smoke-free environment. Please note that federal judicial law clerks are governed by certain ethical guidelines that generally prohibit the practice of law and significantly restrict the ability to engage in pro bono legal representation and outside employment. Law clerks also are prohibited from engaging in any political activities, whether partisan or nonpartisan.