

Job Announcement
Law Clerk for 2018-2020
U.S. District Court, Bismarck, ND

VACANCY ANNOUNCEMENT:

Position: Law Clerk to Chief Judge Daniel Hovland, U.S. District Court
Starting Salary Range: \$60,210 -- \$72,168 (JSP 11-12)
Closing Date: Until Filled

POSITION SUMMARY: The United States District Court for the District of North Dakota is seeking a full-time law clerk for a position starting on approximately August 1, 2018, and ending in August 2020. The position is located in the chambers of U.S. District Court Judge Daniel L. Hovland in Bismarck. Principal duties of the position include researching substantive issues of federal and state law; drafting legal memoranda, opinions, and orders; and attending court proceedings relative to a broad range of matters in criminal and civil cases. Additional duties include interacting with chambers staff, court personnel, and attorneys and providing trusted legal support to the judge. Interviews will be scheduled as applications are received.

QUALIFICATIONS: The successful applicant will have excellent academic credentials from an ABA-accredited law school and strong research and writing skills. The successful applicant must also be a citizen of the United States. The successful applicant will have a courteous, professional, and cooperative attitude at all times and to all persons and a self-imposed standard of integrity and excellence.

SALARY AND BENEFITS: The actual pay level will be established on the basis of the successful applicant's qualifications and experience. The position does not carry the tenure rights of positions in the competitive Civil Service. Other federal government benefits (e.g., holidays, life and health insurance, and Health Savings Accounts) are applicable. The position is subject to mandatory Electronic Funds Transfer (direct deposit) of net pay. The successful applicant must submit to a criminal background check.

MISCELLANEOUS: The United States District Court is an Equal Opportunity Employer and has adopted an Employment Dispute Resolution Plan. Additional information is available from the Office of the Clerk of Court.

APPLICATION PROCEDURE: Please submit a cover letter specifying how you satisfy the qualifications listed above, resume, and unofficial law school transcript to U.S. District Court Judge Daniel L. Hovland via email: ndd_J-Hovland@ndd.uscourts.gov.