



## VACANCY ANNOUNCEMENT

### UNITED STATES DISTRICT COURT WESTERN DISTRICT OF NEW YORK

Address: 100 State Street, Rochester, NY

Website: [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov)

**Position:** **Term Law Clerk**

*The lifetime limitation for term appointments allows a law clerk to serve in the Judiciary for no more than four cumulative years.*

**Vacancy:** **24-04**

**Duty Station:** **Rochester, New York**

**Salary:** **JSP Grade 11 (\$72,883-\$94,745)**  
**JSP Grade 12 (\$87,357-\$113,560)**  
**JSP Grade 13 (\$103,878-\$135,045)**  
*Salary commensurate with experience and education*

### Overview

The United States District Court for the Western District of New York is seeking a term law clerk to support Chief United States District Judge Elizabeth A. Wolford.

Law clerks provide the Court with procedural and substantive legal advice regarding the disposition and efficient completion of cases. They review, summarize, research, and analyze matters before the Court. Their research and recommendations assist the Court in resolving legal arguments presented and in deciding cases expeditiously. [CLICK HERE](#) to view a brief video about legal professionals working in the Courts.

### Representative Duties

- Conduct legal research
- Review case records and filings, and analyze options
- Draft legal memoranda and propose opinions and orders
- Discuss legal analysis with the Judge
- Provide procedural information to litigants and counsel
- Perform case management and other duties associated with the administration of cases



### How to Apply

Please submit a cover letter and resume as a **single PDF attachment** by email to [wolford\\_jobs@nywd.uscourts.gov](mailto:wolford_jobs@nywd.uscourts.gov) subject line "Law Clerk, Reference No. 24-04". **When saving your documents as one PDF, it is important to name the file using only your firstname\_lastname.** Only candidates selected for an interview will be notified and must travel at their own expense.

### Important Dates

Position Available: Late August/Early September

Application Deadline: Until Filled

### District Overview

The District's jurisdiction encompasses the 17 most western counties of Upstate New York, with courthouses located in Buffalo and Rochester. The District is comprised of 8 United States District Judges, 7 United States Magistrate Judges, and approximately 100 employees.

## **Qualification Requirements**

To qualify, eligible candidates must have graduated from law school and be admitted to the bar.

## **Preferred Qualifications/Court Preferred Skills**

Prior federal clerkship experience, at least two years' experience as practicing attorney, standing within the upper quarter of law school, superior analytical ability and strong legal research and writing skills, and experience on the editorial board of a law review or law journal preferred.

## **Organizational Relationship**

This position reports directly to Chief United States District Judge Elizabeth A. Wolford.

## **Benefits**

Click [HERE](#) to learn more about the Judiciary's benefits.

## **Background Investigation**

This is a sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an Office of Personnel Management background check and a favorable suitability determination.

## **Applicant Information**

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll deposit.

***The United States District Court for the Western District of New York is an Equal Opportunity Employer.***