

**UNITED STATES DISTRICT COURT
DISTRICT OF IDAHO**



NOTICE OF VACANCY

The United States District Court for the District of Idaho is accepting applications for the position of Full Time Term Law Clerk serving Chief U.S. Magistrate Judge Candy W. Dale in her Boise chambers for a period of two years.

Announcement Number: 12-09

Position Title: Term Law Clerk for Chief U.S. Magistrate Judge
F/T Temporary Position (FTT), Excepted Service
Two Year Clerkship

Location: Boise, Idaho

Classification Level: Judicial Salary Plan (JSP 10-12, depending on experience)

Starting Salary: Depending on experience (Table 01: RUS)
JSP 10 \$52,252 - \$67,931
JSP 11 \$57,408 - \$74,628
JSP 12 \$68,809 - \$89,450

Closing Date: Friday, September 28, 2012 at 5 pm MST

Starting Date (Projected): August 2013

POSITION OVERVIEW:

The United States District Court for the District of Idaho invites applications for the position of Full Time Term Law Clerk in Boise. The law clerk will work under the supervision of Chief United States Magistrate Judge Candy W. Dale. Duties will include evaluation and analysis, case management, drafting memoranda, orders, and opinions, and other duties as assigned.

MINIMUM QUALIFICATIONS:

At the time of appointment, the candidate must possess the following minimum requirements:

- Be a graduate of an ABA accredited law school with strong academic credentials
- Be a member of the bar (applicants who have taken the bar exam and are awaiting results will be considered)
- Possess superior research and writing skills
- Be proficient in computer assisted research, Windows and Word Perfect (or Word)
- Exhibit strong analytical ability
- Demonstrate excellent verbal, written and interpersonal skills
- Commitment by applicant of 2 years

DESIRABLE QUALIFICATIONS:

- Experience on law review, moot court, publication in a law review journal, legal internship or externship - preferably for a federal judge
- Other relevant legal experience received after graduation from law school

BENEFITS:

A generous benefits package is available and includes the following:

- Ten days paid leave per year
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Flexible Benefits Program
- Federal Employees' Group Long Term Disability Program (FEG LTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)

APPLICATION PROCESS:

Qualified applicants should send a **letter of interest, current resume, writing sample, references, law school transcripts** and a **completed AO-78, Application for Federal Employment form*** to:

**Honorable Candy W. Dale
U.S. Courts, District of Idaho
Attn: Kirsten L. Wallace
550 West Fort St.
Boise, ID 83724**

NO FAXES or E-MAIL APPLICATIONS PLEASE

*Application forms (AO-78) are available on our website in fillable format at www.id.uscourts.gov, or at any of our office locations. **Please print or type all information and sign where indicated. If**

your application does not provide all information requested, or if your applicant packet is not complete or late, you may lose consideration for this position.

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

As a condition of employment, all new employees are subject to a background check or investigation which includes an FBI fingerprint check, and retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

Due to the expected high volume of applicants for this position, the U.S. Courts for the District of Idaho will only make contact with those qualified applicants who will be invited for an interview.

**THE UNITED STATES COURTS FOR THE DISTRICT OF IDAHO
IS AN EQUAL OPPORTUNITY EMPLOYER**