



UNITED STATES DISTRICT COURT

Northern District of Illinois, Chicago

U.S. District Court, NDIL
Human Resources Office, Room 1574
219 South Dearborn Street, Chicago, Illinois 60604
www.ilnd.uscourts.gov

NOTICE OF TERM LAW CLERK VACANCY

To apply: Applicants must submit their application materials directly to the Chambers of Judge Philip G. Reinhard. For further information, please see directions under "Notice to Applicants" listed below. Interested applicants should apply by Wednesday, July 5, 2017.

POSITION OVERVIEW

The United States District Court for the Northern District of Illinois, Western Division located in Rockford Illinois is seeking a full-time Term Law Clerk to Judge Philip G. Reinhard.

The Term Law Clerk reviews legal submissions, performs legal research, prepares bench memoranda, and drafts orders and opinions. This law clerk position is primarily responsible for issues involving criminal cases, post-conviction criminal matters and civil rights litigation. The law clerk works cooperatively with other members of Judge Reinhard's staff, as well as staff in other chambers and court units, in order to effectively support the Judge in fulfilling his judicial responsibilities.

QUALIFICATIONS

To qualify for the position of law clerk, a person must be a law school graduate from a law school on the approved list of either the American Bar Association or the Association of American Law Schools. Admission to the bar (of any jurisdiction) is required. **Applicants with experience clerking for a District Judge or Magistrate Judge in the Northern District of Illinois is required, but will consider a former clerk in another district or the Court of Appeals.**

COMPENSATION

Compensation and classification level will be set based on legal experience after receipt of J.D., bar membership, and qualifications of the successful candidate. JSP Grade 12 requires bar membership and one year of full-time legal work experience; JSP grade 13 requires bar membership and two years of full-time legal work experience; JSP grade 14 requires three years of legal work experience in which two years served as a federal chambers law clerk, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk.

EMPLOYEE BENEFITS

Benefits information may be viewed at:

<http://www.ilnd.uscourts.gov/Pages.aspx?zfbBBqIXnCMshfVZd7Psdg/8BBjEb22a>

Term Law Clerk

NOTICE TO APPLICANTS

Relocation to the Rockford area is preferable. An alternate arrangement of working partly in Chicago, at the Dirksen Federal Building, is possible.

Qualified applicants must submit a cover letter, resume and a writing sample to Cynthia Reed at cynthia_reed@ilnd.uscourts.gov, Judge Reinhard's Judicial Assistant.

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Please do not contact Chambers to inquire about the status of your application or to request an interview.

This is a sensitive position; the finalist candidate will be required to satisfactorily complete a criminal background check. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.