



UNITED STATES DISTRICT COURT
Northern District of Illinois, Chicago
219 S. Dearborn Street, Chicago, Illinois 60604
www.ilnd.uscourts.gov

NOTICE OF CAREER LAW CLERK VACANCY

POSITION OVERVIEW

The United States District Court for the Northern District of Illinois, Eastern Division located in Chicago, Illinois is seeking a half-time Career Law Clerk to Magistrate Judge Jeffrey Cummings. The clerkship is for a term beginning September 28, 2020.

The Career Law Clerk reviews legal submissions, performs legal research, prepares bench memoranda, and drafts orders and opinions addressing a wide variety of issues in civil and criminal litigation for the Judge's review. Strong writing and legal research skills are required. Intellectual curiosity is necessary and a sense of humor is preferred. Law clerks should be well-organized and attentive to detail. Prior experience with Social Security disability law is a plus but is not required.

The chambers does not have a judicial assistant. Consequently, law clerks may perform case management duties through the Case Management/Electronic Case Filing (CM/ECF) system and other administrative office functions such as editing, proofreading, telephone communications, written correspondence, and scheduling as required. Law clerks work cooperatively with other members of the Judge's staff, as well as with 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.

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 were 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:

<https://www.ilnd.uscourts.gov/Pages.aspx?8cOP2gjJNr65ki/CtmiFLw==>

NOTICE TO APPLICANTS

It is preferred that qualified candidates apply via OSCAR: <https://oscar.uscourts.gov/>. All applicants must submit a cover letter, resume, two writing samples, and two professional reference letters by September 11, 2020.

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocations expenses will not be reimbursed.

Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. 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.

In order to be eligible for employment, applicants must meet one of the following requirements:

- (1) U.S. Citizen;
- (2) Person who owes allegiance to the U.S. (i.e., nationals of American Samoa, Swains Island, and the Northern Mariana Islands);
- (3) Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
- (4) Lawful permanent resident (i.e., green card holder) who is seeking citizenship. A lawful permanent resident “seeking citizenship”:
 - (a) May not apply for citizenship until he has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen);
 - (b) Must apply for citizenship within six months of becoming eligible; and
 - (c) Must complete the process within two years of applying (unless there a delay caused by the processors of the application).

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.