



# NOTICE OF POSITION VACANCY TERM LAW CLERK

Job Announcement 2024-02

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**SALARY RANGE:** JSP 11/1 – JSP 13/1, \$72,553 - \$103,409 per annum  
Salary depends on experience and qualifications

**LOCATION:** Mammoth Hot Springs, Yellowstone National Park, Wyoming

**CLOSING DATE:** April 30, 2024

**START DATE:** August 5, 2024

## **POSITION OVERVIEW**

Full-time United States Magistrate Judge Stephanie A Hambrick for the office in Mammoth Hot Springs at Yellowstone National Park, Wyoming, is seeking a Term Law Clerk to assist her in her duties as U.S. Magistrate Judge. Nestled just south of the North Entrance to Yellowstone National Park, Mammoth Hot Springs is one of the most unique federal court locations in the country, surrounded by thermal hot springs, hiking trails, and wildlife.

This is a full-time position and is anticipated to cover a one-year term not to exceed August 29, 2025, though may be extended at the discretion of the successful applicant and Judge Hambrick for an additional period not to exceed a total of four years.<sup>1</sup> The ideal candidate will possess excellent legal research and writing skills, initiative, sound judgment, professionalism, organizational skills, a strong work ethic, excellent communication skills, and the ability to multi-task. Telework and/or remote work is authorized for this position.

## **REPRESENTATIVE DUTIES**

- Provide general legal counsel and support to the judge.
- Research substantive issues of federal and state law.
- Draft legal memoranda, opinions, and orders.
- Prepare the judge for court proceedings.
- Coordinate and schedule settlement conferences in civil cases.
- Assist in overall functioning of chambers: answer chambers telephone, monitor chambers intake e-mail, coordinate workflow with other chambers staff, and greet visitors to chambers.
- Monitor activity in the Court's Case Management/Electronic Case Filing (CM/ECF) system; identify and communicate with judge regarding motions and other docket activity; file orders in CM/ECF as appropriate.

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<sup>1</sup>No individual is permitted to serve in the Judiciary for more than four years (whether full-time or part-time) in a Term Law Clerk capacity on or after September 18, 2007. Service as a Term Law Clerk prior to September 18, 2007, will not be counted toward the four-year limit.

## **QUALIFICATIONS**

To qualify for the position of law clerk on the personal staff of a federal judge, a person must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have demonstrated one of the following accomplishments or proficiencies:

- 1) Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- 2) Experience on the editorial board of a law review of such a school;
- 3) Graduation from such a school with an LLM degree; or
- 4) Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

Starting Salary commensurate with bar membership, legal work experience, education, prior/present pay history and previous Federal Court experience. Legal work experience is defined as progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Further salary and other information may be found online at the following links.

[https://oscar.uscourts.gov/qualifications\\_salary\\_benefits](https://oscar.uscourts.gov/qualifications_salary_benefits)

[https://www.uscourts.gov/sites/default/files/jsp\\_2024\\_archive/jsp\\_rest\\_of\\_the\\_us\\_2024.pdf](https://www.uscourts.gov/sites/default/files/jsp_2024_archive/jsp_rest_of_the_us_2024.pdf)

## **HOW TO APPLY:**

To apply for this position, qualified applicants should submit:

- 1) A cover letter describing interest and experience necessary to perform the job duties;
- 2) A resume;
- 3) Three letters of recommendation;
- 4) A legal writing sample, such as a legal brief, memorandum, or publication; and
- 5) The Application for Judicial Branch Federal Employment (Form AO-78). The application form can be found on the District Court's website at <https://www.wyd.uscourts.gov/employment>

Applications can be submitted electronically via email to: [ynp\\_dc@wyd.uscourts.gov](mailto:ynp_dc@wyd.uscourts.gov)

Application packets may be reviewed and considered upon receipt, and interviews may be conducted prior to the closing date of this announcement.

Only applicants selected for an interview will be notified. Incomplete applications will not be considered.

## **BENEFITS:**

A generous [benefits package](#) is available to employees which includes:

- Eleven (11) paid holidays each year.

- Optional participation in Federal Employees Health Benefits, Federal Employees Dental and Vision Insurance, Federal Employees Group Life Insurance, Flexible Benefits Program, Long-Term Care Insurance.

**CONDITIONS OF EMPLOYMENT:**

Applicants must be U.S. citizens or eligible to work in the United States.

Appointment is provisional and contingent upon successful completion of a favorable suitability determination, background check and fingerprinting. Judiciary employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause by the Court. Employees are required to adhere to the [Code of Conduct for Judicial Employees](#) and court confidentiality requirements. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory electronic funds transfer (direct deposit) for salary payment.

The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which actions may occur without prior written or other notice.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY  
EMPLOYER**