



Law Clerk to U.S. District Judge Kathryn H. Vratil

Vacancy Announcement #KC25-6

Position Title:	Term Law Clerk to U.S. District Judge Kathryn H. Vratil (one year, subject to renewal)
Location:	Kansas City, Kansas
Start Date:	Approximately August 18, 2025
Open Date:	March 7, 2025
Closing Date:	Open until filled with a preference for applications received by March 28, 2025
Salary Range:	JSP 12/1* (\$90,067) with 1 to 2 years' experience JSP 13/1* (\$107,103) with 2 or more years' experience *Advanced in-step placement up to \$139,235 available for current and former federal employees or military based upon Judicial Salary Plan (JSP) guidelines .
Special Note:	<i>This is an excepted service federal civilian position but not in the executive branch and therefore not impacted by any of the recent executive orders or subject to a hiring freeze.</i>

POSITION OVERVIEW

This position will include extensive legal research and writing, drafting of orders and opinions on a variety of motions in both criminal and civil cases, assisting the judge during courtroom proceedings, and case management responsibilities.

REPRESENTATIVE DUTIES

- Legal research, writing, and drafting orders and opinions
- Communicating with counsel regarding case management and procedural requirements
- Assisting judge during courtroom proceedings
- Various legal and administrative duties as assigned

REQUIRED EXPERIENCE AND QUALIFICATIONS

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

- Be a law school graduate with strong academic credentials (top 25%)
- Be a member of the bar of any state
- Have one full year of post-JD legal experience
- Possess superior research and writing skills, exhibit strong analytical ability and interpersonal skills
- Show good judgment, initiative, and the ability to work independently and to prioritize and manage multiple tasks
- Be proficient in computer-assisted research and Microsoft Word

PREFERRED QUALIFICATIONS

- Have at least two years of legal experience as a judicial law clerk or firm associate

- Have Law Review or other noteworthy journal experience
- Have experience with moot court

BENEFITS

1. 11 or more paid federal holidays
2. 4 hours accrued vacation leave per 2-week pay period worked
3. 4 hours accrued sick leave per 2-week pay period worked
4. Up to 12 weeks Paid Parental Leave for eligible employees
5. Health, Dental, Vision, and Group Life Insurance
6. Participation in the Flexible Benefits Program for Health and Dependent Care
7. Participation in Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
8. Access to national Judiciary training programs
9. Student loan forgiveness for qualified individuals, pursuant to the terms of the [PSLF](#) program
10. Free parking
11. Free onsite fitness center

ADDITIONAL INFORMATION

The U.S. District Court reserves the right to modify or withdraw this job announcement without prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. District Court requires employees to adhere to a [Code of Ethics and Conduct](#). Due to the volume of applications received, the court may only communicate to those individuals selected for an interview. Travel and relocation expenses will not be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).

APPLICATION PROCEDURE:

To apply for this position, please submit the following items combined into a **single PDF document** by email to ksd_vratil_chambers@ksd.uscourts.gov. Please name the file with your first and last name.

1. a cover letter with GPA and class standing
2. chronological resume
3. law school transcripts (official or unofficial)
4. a writing sample (self-edited, not edited by third party)

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