



UNITED STATES DISTRICT COURT – DISTRICT OF KANSAS

Frank Carlson Federal Building

444 S.E. Quincy

Topeka, KS 66683

www.ksd.uscourts.gov

Law Clerk to Magistrate Judge Rachel E. Schwartz

Vacancy Announcement #TO24-18

Position Title: Term Law Clerk to Magistrate Judge Rachel E. Schwartz
Location: Topeka, Kansas; hybrid onsite/remote possibility
Term: November 2024 to Fall 2026
Open Date: October 23, 2024
Closing Date: Open until filled
Salary Range: JSP 11 – JSP 13* (\$73,690 - \$136,541) subject to cost-of-living adjustments
*Starting salary is commensurate with qualifications, experience, and based upon Judicial Salary Plan (JSP) [guidelines](#).

POSITION OVERVIEW

This position performs extensive legal research and writing, drafting of orders and opinions on a variety of motions in civil cases, assisting the judge during hearings and conferences, and case management responsibilities.

REPRESENTATIVE DUTIES

- Legal research, writing, and drafting orders
- Communicating with counsel regarding case management and procedural requirements
- Assisting judge during hearings and conferences
- 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 (or are scheduled to take a bar exam)
- 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 Law Review or other note-worthy journal experience
- Have prior service as a judicial law clerk or law firm associate

BENEFITS

1. 11 paid federal holidays
2. Health, Dental, Vision, and Group Life Insurance
3. Participation in the Flexible Benefits Program for Health and Dependent Care
4. Participation in Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
5. Student loan forgiveness for qualified individuals, pursuant to the terms of the [PSLF](#) program
6. Free parking
7. 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 in a single PDF document by email to ksd_schwartz_chambers@ksd.uscourts.gov and include the "Vacancy Announcement #TO24-18" in the email subject line:

1. a cover letter with GPA and class standing
2. chronological resume
3. law school transcript only if you have graduated law school in the past three years (official or unofficial)
4. a writing sample (self-edited, not edited by third party)

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER