



***Vacancy Announcement  
Term Law Clerk  
For the Honorable Mustafa T. Kasubhai  
Eugene, Oregon  
Closing Date: Open Until Filled***

## **THE POSITION**

The United States District Court for the District of Oregon is now accepting applications for a full-time, two-year, term law clerk position for United States Magistrate Judge Mustafa T. Kasubhai with a duty station in Eugene, Oregon. The incumbent will provide legal support to the Judge by conducting legal research and preparing legal documents such as orders, memoranda, and draft opinions on both civil and criminal cases.

**Representative Duties:** Responsibilities of this position may include but are not limited to the following:

- Reviews legal submissions and performs legal research.
- Prepares bench memoranda and drafts orders and opinions addressing a wide assortment of issues arising in civil and criminal litigation.
- Performs case management through the Case Management/Electronic Case Filing (CM/ECF) system.
- Performs administrative office functions such as editing, proofreading, telephone communications, written correspondence, and scheduling.
- Works cooperatively with other members of the Judge's staff in order to effectively support the Judge in fulfilling his judicial responsibilities.

## **QUALIFICATIONS**

### **Minimum 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 or more of the following proficiencies:

- 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;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above. Some examples of criteria which are considered to be acceptable as equivalent include:
  - (1) Publication of a noteworthy article in a law school student publication or other scholarly publication;
  - (2) Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
  - (3) Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;

- (4) Participation in the legal aid or other law school clinical program sanctioned by the law school; or
- (5) Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school.

To qualify for grade 12, one year of legal work experience following law school graduation is required. To qualify for grade 13, two years of legal work experience following law school graduation is required. With the exception of grade 11, a bar membership also is required.

**Legal work experience** is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while on military duty may be credited on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

**Desired Qualifications:**

Excellent academic credentials, as well as superior research and writing skills. Proficiency with Westlaw and/or Lexis. Familiarity with the federal judicial system's electronic case filing system, experience with prisoner civil rights litigation, and prior experience as a judicial clerk are preferred but not required.

**Candidates must also demonstrate:**

- A consistent past employment record;
- Experience in dealing with routine and complex assignments;
- Excellent typing and proofreading skills;
- A demonstrated ability to analyze and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Superior oral and written communication skills; and
- Strong interpersonal skills.

**SALARY RANGE**

This position is classified at JSP 11-13 (\$61,218 - \$113,428 per annum) depending upon the qualifications and experience of the successful candidate.

**Employee Benefits:**

Employees of the United States District Courts **are not** included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of these benefits are:

- Optional participation in a federal health insurance plan of choice.
- Optional participation in supplemental insurance programs, including group long-term care, group long-term disability insurance program, and dental and vision insurance programs.
- Optional participation in the flexible spending account program for unreimbursed medical, dental, and vision expenses; dependent care expenses; and commuter expenses.
- A minimum of 10 paid holidays per year.
- Time-in-service credit for employees of other federal agencies (some prior military service may qualify) for determining leave accrual and retirement benefits (if applicable).

## HOW TO APPLY

To apply, submit the following:

1. Letter of interest;
2. Writing sample not to exceed 5 pages;
3. Chronologic resume;
4. A Federal Judicial Branch Application; and
5. Three professional references.

Send electronically to [hr2@ord.uscourts.gov](mailto:hr2@ord.uscourts.gov) in pdf form or mail to the address below. **Electronic submissions should be combined in one pdf document.** This position is open until filled. Application forms are available on the Court's website at [www.ord.uscourts.gov](http://www.ord.uscourts.gov) in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets will not be considered.** Verification of education, and reference checks will be made prior to any offer of employment.

**Term Law Clerk**  
Human Resources Division  
United States District Court, District of Oregon  
1000 SW Third Avenue  
Portland, Oregon 97204

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503-326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

## CONDITIONS OF EMPLOYMENT

- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit). (Limited exceptions are available upon request.)
- Applicants must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement as outlined in 8 U.S.C § 1324b(a)(3)(B).

The following conditions apply to candidates for positions with the United States District Court:

- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- The selectee considered for this position is required to undergo an FBI background check and/or investigation. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification and background investigation.

## **U.S. DISTRICT COURT FOR THE DISTRICT OF OREGON**

The United States District Court for the District of Oregon is a federal trial court within the Judicial Branch of the federal government. The District's geographic jurisdiction covers an area in excess of 96,000 square miles and encompasses the state of Oregon.

The District Court consists of six district judgeships, five senior district judges, six magistrate judges, five recalled magistrate judges, one part-time magistrate judge, the Office of the Clerk of Court, the U.S. Probation Office, the U.S. Pretrial Services Office, and the U.S. Public Defender's Office. The headquarters for the Court are located in Portland with additional staffed offices in Eugene and Medford.

***The United States District Court for the District of Oregon is an Equal Opportunity Employer***