



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WISCONSIN**

**Vacancy Announcement #: 24-01
Temporary Term Law Clerk
to Judge William C. Griesbach
Green Bay, Wisconsin
Remote applications will be considered**

**Estimated period of temporary position [up to 20 weeks]: July, 2024-November, 2024
Salary: JSP 11/1-JSP 13/1 [\$72,553-\$103,409 depending upon qualifications – *see table below]
Position open until filled**

The temporary term law clerk will provide legal research and draft opinions on a variety of legal issues; proofread and edit opinions in compliance with the BLUEBOOK; handle day-to-day law clerk assignments, including review of daily docket, track case load, update Excel board motion/case tracking spreadsheet, and update shared OneNote to address quick action/extension items; and work closely with other chambers and clerk's office staff. The ideal candidate will possess excellent legal research and writing skills; proficiency in Westlaw, Lexis, Word, and Excel; initiative; sound judgment; professionalism; attention to detail; accuracy; organizational skills; and a strong work ethic.

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 one or more of the following attributes:

- 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;
- Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

Preference will be given to candidates with the following qualifications:

- Prior Law Clerk experience
- Law Review experience
- Top 20% of class

Information for Applicant

Applications will be accepted through [OSCAR](#) or by submitting a single PDF including:

- Cover letter
- Resume
- Three (3) references
- Three (3) recommendation letters
- One (1) writing sample (Unedited by a third party)
- Undergraduate and law school transcripts

to: employment@wied.uscourts.gov. Please use “**Temporary Law Clerk**” as the subject.

Applications will be accepted until the position is filled. Interviews will be scheduled as applications are reviewed. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged. Only those candidates selected for an interview will be contacted.

- Applicants must be U.S. citizen or eligible to work in the United States.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- The selected candidate will be subject to a background check as a condition of employment.

***The table below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable JSP grade levels:**

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes
13	2	Yes