



Grand Rapids

110 Michigan St. NW
Grand Rapids, MI 49503

Lansing

315 W. Allegan St.
Lansing, MI 48933

Kalamazoo

410 W. Michigan Ave.
Kalamazoo, MI 49007

Marquette

202 W. Washington St.
Marquette, MI 49855

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CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Announcement: #25-06 **AMENDED**
Title: Law Clerk to U.S. Magistrate Judge
Location: Grand Rapids, Michigan
Position Type: Career; Permanent
Closing Date: Open until filled
Annual Salary Range: JSP 11/1 – 14/10 (\$73,939– \$161,889)*

AMENDED – Priority consideration date removed.

*Starting salary is based on the Rest of the United States Judiciary Salary Plan (JSP) pay table and is commensurate with qualifications and prior legal and/or Federal Court experience. [Judiciary Salary Plan Pay Rates](#)

OVERVIEW

Applications are being accepted for a full-time Law Clerk to U.S. Magistrate Judge Phillip J. Green in Grand Rapids, Michigan. Position available now and may be eligible for limited telework after period of establishment and/or training is completed.

The Law Clerk will perform research and writing tasks assigned by the Judicial Officer. Substantive work will also include review and analysis; preparation of draft documents for a Judicial Officer's review, editing and approval; research to assist in preparing opinions, and other duties as assigned.

The Western District of Michigan was created in 1863 and Solomon L. Withey was named as its first judge by President Abraham Lincoln. Grand Rapids is the main office, with divisional offices in Kalamazoo, Lansing, and Marquette. The district covers the entire Upper Peninsula and the Lower Peninsula from Lansing westward.

Michigan is a beautiful four-season state surrounded by the majestic Great Lakes. Grand Rapids is the second largest city in Michigan located in the heart of the West Michigan area. The city offers outdoor adventures, art & culture, and much more! [Grand Rapids, Michigan Things to Do, Events and Deals | Pure Michigan | Official Travel & Tourism Website for Michigan](#)

EDUCATION & QUALIFICATIONS

To qualify for the position of law clerk, 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:

- (a) 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;
- (b) Experience on the editorial board of a law review of such a school;

BENEFITS

The U.S. District Court offers a generous benefits package which includes:

- 11 Paid Federal Holidays
- Leave Program
- Paid Parental Leave
- Health, Dental, Vision and Life Insurance
- Participation in the Federal Employees Retirement System (FERS)*
- Thrift Savings Plan (similar to 401k) with Government Match up to 5%
- Flexible Spending Programs
- Paid Parking
- Employee Assistance Program (EAP)
- A [Public Service Loan Forgiveness Program](#) is available to certain full-time employees with qualifying student loans.

* For FERS retirement, employees contribute to the Basic Benefit Plan through payroll deductions and upon retirement, receive a lifetime monthly annuity. Employees appointed on or after January 1, 2014, *automatically contribute 4.4%* of their base pay each paycheck to the Basic Benefit plan.

Additional information about federal judiciary employee benefits and compensation can be found at <http://www.uscourts.gov/Careers.aspx>.

(c) Graduation from such a school with an LLM degree; or

(d) Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above. Some examples of criteria that are considered to be acceptable as equivalent include, but are not limited to:

- (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 (i.e., working one's way through college).**

(**To receive credit, participation and experience could not have been for academic credit.)

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 in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required*
11	0	No
12	1	Yes
13	2	Yes
14	3**	Yes

*Must be a member in good standing of the bar of a state, territory, or federal court of general jurisdiction.

**For JSP-14, two of the three required years of legal work experience must have been served in the federal judiciary. Qualifying legal work experience is experience in a court unit or federal public defender organization within the federal judiciary for which a Juris Doctor and membership of the bar of a state, territory, or federal court of general jurisdiction is a minimum qualification requirement, or as a Supreme Court Fellow.

Post law school employment experience, particularly as a judicial law clerk, is preferred, and knowledge of federal practice and procedure is valued. The successful candidate must be able to analyze complex legal issues and comprehend a wide range of legal concepts, principles, and practices, as well as be able to write and perform legal research accurately and expeditiously. The successful candidate will also be detail-oriented, possess a strong work ethic, excellent interpersonal skills, strong organizational skills, a positive attitude, the ability to communicate complex issues in simple terms with a professional demeanor, and the ability to manage priorities with limited supervision.

APPLICANT INFORMATION

The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

Reimbursement of travel and/or relocation expenses is not authorized.

All information provided by applicants is subject to verification.

Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Application materials must consist of material that is the candidate's own original work and not composed or substantially edited by other individuals or by generative AI tools (such as ChatGPT).

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work in the United States. (See [Citizenship Requirements for Employment in the Judiciary](#) for additional information.)
- Judiciary employees serve under excepted appointments. Judiciary employees are considered “at will” and are not covered by federal civil service classifications or regulations.
- This position is subject to mandatory electronic funds transfer (direct deposit) of payment of federal wages.
- Appointment is provisional and contingent upon successful completion of an FBI background check.
- The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#).

HOW TO APPLY

For consideration, qualified applicants must provide the following:

- a letter of interest;
- a detailed resume;
- law school transcripts;
- writing sample;
- contact information for three professional references, and
- a completed *Application for Judicial Branch Federal Employment*, AO78 form, available at <http://www.uscourts.gov/formsandfees/forms/AO078.pdf> (**NOTE:** Applicants are not required to fill out the Optional Background Information section (Questions 18 – 20) on page 5 of the application).

Incomplete applications will not be considered. All required documents must be sent via email as **one PDF** file to human_resources@miwd.uscourts.gov or through OSCAR (Online System for Clerkship Application and Review) <https://oscar.uscourts.gov/>. Position open until filled. **No phone calls please.**