

DISTRICT OF IDAHO
U.S. District and Bankruptcy Courts of the District of Idaho
Opportunity Announcement 24-08



Boise, Idaho
www.id.uscourts.gov

Position details:

Job Grade: JSP 11 or higher, DOE
Salary Range: \$72,553 - \$134,435, DOE

Closing date:

Applications will be reviewed and interviews will be conducted on a rolling basis, with a preference given to applications received by **August 16, 2024**.

Materials must be emailed to:

jackie_hildebrand@id.uscourts.gov

Ms. Hildebrand will confirm receipt by return email.

Cover letter should be addressed to:

Honorable Raymond E. Patricco
U.S. Courts, District of Idaho
550 West Fort St.
Boise, ID 83724

Applicants must provide:

1. Cover letter
2. Current résumé
3. Three letters of recommendation
4. Law school transcript
5. Writing sample
6. Completed AO-78 Application Form (second page)

Applicants may provide:

1. Voluntary Identification Form AO78B (see second page)

**Term Law Clerk for Chief U.S. Magistrate
Judge Raymond E. Patricco**

The United States District Court for the District of Idaho invites applications for the position of Full Time Term Law Clerk in Boise, Idaho. The position will begin in August 2025 and will require a one-year commitment, with the opportunity to renew for an additional year. The law clerk will work under the supervision of Chief United States Magistrate Judge Raymond E. Patricco. Duties will include evaluation and analysis, case management, drafting memoranda, orders, and opinions, and other duties as assigned.

The position will be in the United States Courthouse in Boise, Idaho, with occasional travel as necessary including to the courthouses in Pocatello and Coeur d' Alene, Idaho.

The law clerk will have the following duties and responsibilities:

1. Legal research and writing; drafting orders and opinions for judicial review; providing information, guidance, and advice to the judge on legal issues relating to individual cases; and making recommendations to the judge.
2. Communicating with other chambers, courts, state and federal agencies, counsel, litigants and court staff regarding court rules and procedural issues, calendaring, and other litigation matters.
3. Keeping abreast of changes in the law from the Supreme Court, the Ninth Circuit, and the Idaho Supreme Court.

Disclosure: The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position. As a condition of employment, the selected candidate must complete a background investigation and FBI fingerprint check. Applicants must be U.S. citizens or eligible to work for the United States. Court employees are considered "at will" employees in the excepted service and may be terminated with or without cause by the Court.

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Minimum/Required Qualifications:

- To qualify for a JSP 11, the applicant must have graduated from a law school of recognized standing. To qualify at a higher level, legal work experience and bar membership is required.
- Legal work experience includes progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience received after graduation from law school.

Court Preferred Qualifications:

- Excellent legal research, writing, and analytical skills.
- Strong case management and organizational skills.
- Experience in Section 1983 or civil rights law.
- Proficiency in computer-assisted research (e.g., Westlaw), Windows, and Word.
- Excellent verbal and interpersonal skills.
- Experience on law review or other journal.
- Clerkship, internship, or externship - preferably for a federal judge.
- Other relevant legal experience.
- Judge Patricco seeks applicants in the top 20 percent of their class.

Benefits:

A generous benefits package includes the following:

- Health benefits under the Federal Employee's Health Benefits Program (FEHB)
- Dental and vision benefits under the Federal Employee's Dental and Vision Program (FEDVIP)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- Flexible Benefits Program
- 11 paid holidays

Process/Disclosures:

Application for Federal Employment Forms (AO-78 and AO-78B) are available on our website in fillable format at: http://id.uscourts.gov/clerks/careers/Current_Job_Opportunities.cfm, or at any of our office locations. Please print or type all information. If your application does not provide information requested, you may lose consideration for this position.

As a condition of employment, all new employees are subject to a background check or investigation which includes an FBI fingerprint check. Retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

Interviews will be conducted through video conference. Relocation expenses will not be reimbursed.

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Due to the expected high volume of applicants for this position, the U.S. Courts for the District of Idaho will make contact with only those qualified applicants who will be invited for an interview.

THE UNITED STATES COURTS FOR THE DISTRICT OF IDAHO
IS AN EQUAL OPPORTUNITY EMPLOYER