

DISTRICT OF IDAHO
U.S. District and Bankruptcy Courts of the District of Idaho
Opportunity Announcement 25-01



Boise, Idaho

www.id.uscourts.gov

Position Details

Job Grade: JSP 11 or higher, DOE
Salary Range: \$73,939 - \$137,000 DOE

Closing Date: Applications will be received until the position is filled.

Applicants must provide:

1. Cover letter
2. Current résumé
3. Three letters of recommendation
4. Law school transcript, including class rank if available
5. Independently authored writing sample
6. Application for Federal Employment (AO-78; see page 2)

Current 2Ls must submit their application via email to marci_smith@id.uscourts.gov. All other applicants must submit their applications through OSCAR. No hard copy applications will be accepted.

**Term Law Clerk for
U.S. Senior District Judge B. Lynn Winmill**

The United States District Court for the District of Idaho invites applications for the position of Term Law Clerk in Boise. It is anticipated that the position will begin in August 2026 and conclude in August 2028. The law clerk will work under the supervision of United States Senior District Judge B. Lynn Winmill. Duties will include evaluation and analysis, case management, drafting memoranda, orders, and opinions, and other duties as assigned.

The position will be located in the United States Courthouse in Boise, Idaho. The clerk will be required to do some travel, including traveling to the courthouses in Pocatello and Coeur d'Alene, Idaho.

The 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 each case; and making recommendations to the judge on individual cases.
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, Ninth Circuit, and 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. Participation in the interview process will be at the applicant's own expense. 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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Federal Law Clerk Hiring Plan

- Judge Winmill is **not** following the Federal Law Clerk Hiring Plan.
- Additional details are available on <https://oscar.uscourts.gov/>.

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 will be required.
- Legal work experience includes progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

Court Preferred Qualifications:

- Ranking in the top 25% of class.
- Excellent legal research, writing, and analytical skills.
- Strong case management and organizational skills.
- Excellent verbal and interpersonal skills.
- Experience on law review or other journal.
- Other relevant legal experience after graduation from law school.

Benefits:

A generous benefits package is available and includes the following:

- 11 paid holidays per year
- Paid annual and sick leave
- Optional health benefits under the Federal Employee's Health Benefits Program (FEHB)
- Optional dental and vision benefits under the Federal Employee's Dental and Vision Program (FEDVIP)
- Optional life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Option participation in the Flexible Benefits Program

Process/Disclosures:

Interviews will be conducted through video conference.

Relocation expenses will not be reimbursed.

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

*Application for Federal Employment Forms (AO-78) are available on our website in fillable format at: https://id.uscourts.gov/Content_Fetcher/index.cfm/AO78_Application_Form_4392.pdf?Content_ID=4392, or at any of our office locations. Please print or type all information.

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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.

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