



United States Court of Appeals for the Sixth Circuit

Law Clerk (Career)

Chambers of Judge Rachel S. Bloomekatz

Columbus, OH Full-Time

\$109,966– 168,929*

The federal Judiciary seeks talented and motivated individuals to assist in its mission of ensuring equal justice under law. The federal Judiciary offers work/life balance, competitive benefits, and teams with dedicated professionals.

About the Court

The United States Court of Appeals for the Sixth Circuit hears appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

For more information about the federal court system, please visit: www.uscourts.gov and www.ca6.uscourts.gov.

Position Summary

The Career Law Clerk is responsible for a wide range of duties for the federal circuit judge, including legal research and analysis and drafting legal memoranda, orders, and opinions (75%); and day-to-day management of chambers and administrative functions (25%).

The principal duties and responsibilities of the position may include:

- Conduct substantive legal research and analysis, draft bench memoranda, opinions, and orders. Assist judge in drafting legal documents and preparing for oral arguments.
- Conduct research using source or digital material. Compose, prepare, and/or edit correspondence, procedural orders, memoranda, and documents that may require substantial research or analysis. Identify unique matters and undertake special substantive assignments.
- Manage day-to-day operations of chambers in a fast-paced environment. Monitor deadlines, prioritize tasks, and determine need for action by the judge. Manage flow of information coming into and going from chambers.
- Perform functions in the court's case management and filing system. Track and monitor calendars, filings, hearings, etc. Handle appropriate court-centered administrative responsibilities.
- Oversee and distribute information and assignments to law clerks and interns. Participate in selection, orientation, and training of law clerks and interns.

Position Location

The judge's chambers are in Columbus, Ohio. This is not a remote position.

The judge sits in Cincinnati, Ohio, approximately seven times yearly, for four days at a time. The Career Law Clerk may be required to travel with the judge. Additional overnight travel for training may be infrequently required.

POSITION QUALIFICATIONS

Required: A juris doctor from a law school of recognized standing. Graduation within upper third of law class. A minimum of five years of progressively responsible legal experience received after graduation. Prior experience as a law clerk. Bar membership (inactive status meets requirement). Superior analytical ability and strong legal research and writing skills. Highly organized and capable of managing a variety of legal and administrative tasks in an efficient manner. Excellent communication and interpersonal skills, both oral and written. Consummate professionalism, discretion, and integrity. Initiative and ability to work independently and as part of the chambers team. Experience managing a team or directing a project or program. Knowledge of cloud-based applications, MS Office products, as well as other standard applications, such as Adobe. Ability to travel approximately every other month.

Preferred: Familiarity with federal court procedures. Experience in appellate practice.

COMPETITIVE TOTAL REWARDS

Compensation:* \$109,966 – \$142,957 (JSP 13)* (Promotion potential to JSP 14)
\$129,946 – \$168,929 (JSP 14)

(*Salary commensurate with qualifications)

Benefits: Employer subsidized health and life insurance plans. Dental and vision insurance plans. Flexible spending accounts for health care, dependent care, and commuter expenses. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. Federal retirement entails a pension plan (FERS-FRAE) and employer-matching Thrift Savings Plan (similar to a 401K). Retirees may carry insurance plans into retirement while paying the same premiums as employees. Visit www.uscourts.gov/careers/benefits to learn more about the Judiciary's competitive benefits.

Work/Life: Annual time off - 13 vacation days, 13 sick leave days, and 11 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years.

ENJOY WORK/LIFE BALANCE

HOW TO APPLY

Please submit a single PDF application packet that includes 1) a cover letter detailing your qualifications and experience performing the representative duties, 2) resume, 3) one writing sample, and 4) law school transcript to the Director of Human Resources via the Resume button on our [online application system](#). Applications will be considered on a rolling basis until the position is filled. For best chance of consideration, applications should be received by **March 17, 2025**.

Virtual conference interviews may be available.

CONDITIONS OF EMPLOYMENT

Travel for this position is required. The selected candidate is provisionally hired pending results of background check and fingerprinting. The incumbent may be required to complete an annual financial disclosure report. Employees are required to adhere to the [Judicial Code of Conduct for Judicial Employees](#). Electronic Fund Transfer for payroll direct deposit is required. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. For citizenship requirements and additional information about careers in the Judiciary, visit www.uscourts.gov/careers. The Court reserves the right to modify the conditions of this announcement, or to withdraw the announcement for any reason without notice.

The Court of Appeals values diversity and is committed to inclusion in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants. If a reasonable accommodation is needed during the recruitment process, please contact Human Resources at humanresources@ca6.uscourts.gov or (513) 564-7250.