



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA**

VACANCY ANNOUNCEMENT

POSITION TITLE: LAW CLERK – TEMPORARY to United States District Judge
(Full-Time, Temporary)

VACANCY NUMBER: 24-08E

LOCATION: Philadelphia, Pennsylvania

SALARY RANGE: Judiciary Salary Plan, JS 11/01 – (\$79,839)

POSTING DATE: July 24, 2024

CLOSING DATE: Open until filled but first preference will be given to applications received by noon on August 2, 2024

STARTING DATE: To be determined based on mutual agreement of the Judge and selected applicant

The United States District Court for the Eastern District of Pennsylvania is accepting applications for a temporary law clerk to United States District Judge Cynthia M. Rufe. The Third Circuit Judicial Council Committee on Temporary Emergency Personnel has approved the temporary clerkship employment for up to one year and one day.

POSITION OVERVIEW

The law clerk's primary assignments will be in connection with complex multidistrict litigation concerning antitrust and class action claims. Knowledge of class certification, *Daubert*, and antitrust legal issues is greatly preferred. The law clerk will be responsible for conducting advanced legal research and analysis and drafting detailed memoranda. The position is eligible for some remote work, but attendance at relevant court hearings and conferences is expected.

PREFERRED QUALIFICATIONS

The position requires a mature, dedicated, and responsible person who possesses tact, good judgment, initiative, and a strong work ethic, will maintain strict confidentiality, work well with Chambers and Clerk's Office staff, and complete assignments accurately and in a timely manner. To qualify for the position, an individual must be a law school graduate. Preference will be given to candidates with a minimum of two years of legal work experience or clerkship experience and who possess excellent legal research and writing skills and a familiarity with CM/ECF.

CONDITIONS OF EMPLOYMENT

Employees of the Court are excepted service appointments, considered "at-will" and can be terminated with or without cause. The Third Circuit Judicial Council Committee has approved funding for this position for the remainder of Fiscal Year 2024 (through September 30, 2024). Funding for Fiscal Year 2025 (through September 30, 2025), is contingent upon the Circuit's receipt of sufficient TEP funding.

All judiciary employees are required to adhere to the Judicial Code of Conduct. U.S. Citizenship required. The final candidate will be subject to a background check, which includes fingerprinting, and will be hired provisionally pending favorable suitability determination. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

BENEFITS

Employees of the United States District Court are entitled to federal benefits including health insurance, vision and dental insurance, life insurance, flexible spending accounts and paid Federal holidays. To learn more about the Judiciary's benefits:

<https://www.uscourts.gov/careers/benefits>

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. Applicants scheduled for an interview should advise Judge Rufe if any accommodation will be necessary. Expenses associated with interviews or relocation will not be reimbursed. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool. All information provided by applicants is subject to verification and false statement or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

APPLICATION PROCESS

Qualified applicants should submit the following materials: (1) cover letter; (2) resume; (3) writing sample; (4) law school and undergraduate transcripts; (5) references; (6) completed and signed AO 78 Application for Judicial Branch Federal Employment (found at [PAED - Vacancy Announcements](#)).

Completed materials should be forwarded to: paed_tempLC24@paed.uscourts.gov with the subject line, “**Law Clerk – Temporary #24-08E**” and **will not be considered complete** unless all items have been received. Incomplete application packets will not be accepted for consideration.

U.S. District Court for the Eastern District of Pennsylvania

is an Equal Opportunity Employer, and is committed to recruiting, developing, retaining, and promoting a diverse workforce.