



# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT EASTERN DISTRICT OF MICHIGAN

Position: Judicial Law Clerk (Career and/or Term)  
To U.S. District Judge Brandy R. McMillion

Vacancy #: 2023-24

Classification: JSP 11-13 (depending on qualifications)

Starting Salary Range: \$76,148 to \$108,532

Duty Station: Detroit, MI Status: Term or Career

Open to: All qualified candidates Number of Positions: One to Three

### Detroit

231 W. Lafayette Blvd.  
Detroit, MI 48226

### Ann Arbor

200 E. Liberty St.  
Ann Arbor, MI 48104

### Bay City

1000 Washington Ave.  
Bay City, MI 48708

### Flint

600 Church St.  
Flint, MI 48502

### Port Huron

526 Water St.  
Port Huron, MI 48060

[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

## Important Dates

### Opening Date:

November 20, 2023

### Closing Date:

January 31, 2024

## Apply to:

<http://oscar.uscourts.gov>

*The U.S. District Court for  
the Eastern District of  
Michigan is an Equal  
Opportunity Employer.*

## POSITION OVERVIEW

Our chambers is currently seeking applications for both one-year term clerk positions and a career clerk position to begin in late January or early February 2024.

We view our Chambers as a team, consisting of the Judge, Case Manager, three Law Clerks, and any Judicial Interns who may be temporarily on duty. We work closely together as a cohesive unit, committed to a shared set of values centered on administering justice in a fair, impartial, and efficient manner. We view our mission as one of providing service to the public, the attorneys, the parties, the witnesses and the victims. Within Chambers, we work together toward this common goal in an atmosphere that encourages communication, dialogue, discussion, and mutual assistance. While the work is serious and consequential, we strive to imbue our daily working environment with a sense of good cheer and geniality. We encourage Law Clerks to become involved in the local community and the bar.

## QUALIFICATIONS

Qualifications must be met prior to entry on duty.

### Required:

- Juris Doctor degree from an ABA accredited law school.
- Exceptional and demonstrable analytical, legal research and writing skills, including but not limited to high proficiency with legal research databases and computer applications.
- Outstanding interpersonal skills, including the ability to communicate effectively in writing and orally.
- Commitment to maintaining a courteous and professional demeanor within Chambers, the Courthouse community, the bar, and with the public at large.
- Strong organizational skills, exceptional work ethic, with the ability to manage multiple tasks and competing deadlines while producing high-quality work product.
- Attention to detail.
- Flexibility, maturity, and patience.



### COURT MISSION

The United States Courts are an independent, national judiciary providing fair and impartial justice within the jurisdiction conferred by the Constitution and Congress. As an equal branch of government, the federal judiciary preserves and enhances its core values as the courts meet changing national and local needs.

### Conditions of Employment:

- All applicants must be a U.S. citizen or must be a lawful permanent resident (i.e., green card holder) seeking U.S. citizenship, or must complete an affidavit indicating their intent to apply for citizenship when they become eligible to do so.
- Completion of FBI Fingerprint Background Check with periodic reinvestigation, if applicable.
- Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. Retention depends upon a favorable suitability determination.
- Employees are subject to mandatory electronic funds transfer.
- Except for Probation Officers, employees are considered “at will”.
- Employees are required to adhere to the [Code of Conduct](#) for Judicial Employees.

*The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.*

### **Preferred:**

- Prior federal/state court clerkship and/or internship experience.
- Prior litigation experience.
- Bar membership.

We consider diversity of experience and background to be a positive factor in selecting Law Clerks.

## APPLICATION PROCEDURE

To be assured consideration, applicants must apply for this position using the **Online System for Clerkship Application and Review (OSCAR)** system, the link is provided below. Make sure to follow the instructions provided on that website.

<https://oscar.uscourts.gov>

Only those applicants selected for interview will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

## BENEFITS

**Local (when/where available):** Federal Court employees receive local benefits outlined [here](#).

**National:** Federal Court employees receive national benefits outlined [here](#).