



UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF WEST VIRGINIA

TEMPORARY EMPLOYMENT OPPORTUNITY

Position:	Law Clerk to U.S. Magistrate Judge Dwane L. Tinsley
Announcement #:	25-CO-03
Appointment Type:	Full-time, Temporary (Position expected to last for approximately 14 weeks, starting around late July and ending around early November)
Location:	Charleston, WV
Starting Salary:	<u>JSP 11/01 – JSP 13/10 (\$73,939 - \$137,000 per year)</u> <i>Starting salary depends upon experience, qualifications, and previous Federal employment.</i>
Opening Date:	April 23, 2025
Closing Date:	Open until filled. Applications received by May 8, 2025 will receive first consideration.

Job Summary:

Provides information, guidance, and advice to U.S. Magistrate Judge Dwane L. Tinsley, in connection with pending civil and criminal litigation, and manages special projects and other administrative duties for the judge as needed. Drafts appropriate recommendations and orders for the Court's signature. Reviews complaints, petitions, motions and pleadings that have been filed to determine issues involved and basis for relief. Performs research as required. Maintains liaison between the Court and litigants; corresponds with other court officials and personnel. Evaluates procedures. Reviews docket of pending litigation to assure proper progress. Keeps Court advised of those cases where action by the Court is appropriate. Compiles statistics and prepares periodic reports, as required. Identifies problem areas, makes recommendations, and offers solutions, as required. Keeps abreast of changes in the law to aid the Court. Advises appropriate personnel on status of particular cases. Performs other duties as assigned.

Qualifications:

To qualify for the position of law clerk on the personal staff of a federal judge, a person must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have demonstrated one of the following accomplishments of proficiencies:

- Standing within the upper third of the law schools' class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above.

Preferred Skills and Qualifications:

Standing within the top 10% of law class, member of law review, and prior judicial clerkship experience and/or legal work experience post-law school.

Employee Benefits:

This position is covered by the Judicial Salary Plan and is entitled to benefits that include: a choice of a health, dental, and vision insurance programs, paid parking, and access to fitness center.

Information for Applicants:

The United States District Court is part of the Judicial Branch of the United States government. A paid employee of the United States federal government must be a U.S. citizen or eligible to work in the United States (see full citizenship requirements [here](#).) Judiciary employees serve under excepted appointments (not civil service) and are “at-will” employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees, which is available to applicants to review upon request. Selected candidate is subject to a background check, including FBI fingerprint check, and appointed provisionally, pending a favorable suitability determination.

Application Process:

Qualified applicants should submit a cover letter, current résumé, and a writing sample to Ms. Korin Parsons, HR Specialist at Korin_Parsons@wvsc.uscourts.gov, referencing vacancy **#25-CO-03 Temporary Law Clerk** in the subject line. To receive first consideration, application materials must be received by **May 8, 2025**.

Only applicants selected for interview will be contacted. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The United States District Court is an equal opportunity employer and values diversity, equity, and inclusivity in the workplace.