

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF NEW YORK  
**POSITION VACANCY 18-05**

**POSITION:** Term Law Clerk (up to 4 years)  
*The lifetime limitation for term appointments allows a law clerk to serve in the Judiciary for no more than four cumulative years.*

**LOCATION:** Buffalo, New York

**POSITION AVAILABLE:** Approx. December 1, 2018

**APPLY BY DEADLINE:** October 15, 2018

**SALARY:** \$63,239 to \$117,174  
*Salary commensurate with experience and education.*

***Position Overview***

The United States District Court for the Western District of New York is seeking a Term Law Clerk to support United States District Judge Richard J. Arcara.

The law clerk reports directly to the judge and is primarily responsible for conducting legal research, advising the judge on legal matters, preparing bench memos, drafting decisions and opinions, and editing and proofreading the judge's decisions and opinions. The law clerk is also responsible for case management and other administrative duties.

***Qualifications***

To qualify, eligible candidates must have graduated from law school and be admitted to the bar. Candidates with federal litigation or clerkship experience, outstanding legal research, writing, and analytical skills preferred.

***Benefits***

Federal benefits include: Health, life, dental, vision, disability, and long-term care options; paid holidays and leave; flexible medical, dependent care, and commuter benefits eligibility.

***Information for Applicants***

Applicants must submit a detailed résumé, cover letter and writing sample by mail to:

Chambers of the Hon. Richard J. Arcara  
United States District Court  
2 Niagara Square, Room 970  
Buffalo, NY 14202

The United States District Court requires employees to adhere to a Code of Conduct which is available on the court's web site at [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov). Only qualified applicants will be considered for this position. Applicants selected for interviews may be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. citizens or eligible to work in the United States.

As a condition of employment, the candidate selected for this position will be subject to a background check. Additionally, this position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. All employees of the U.S. District Court are EXCEPTED SERVICE appointments. Excepted service appointments are "at will," and as such, can be terminated with or without cause by the Court. The selected applicant must satisfactorily complete a probationary period. The employing agency reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

***The U.S. District Court for the Western District of New York is an Equal Opportunity Employer.***