UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA

EMPLOYMENT OPPORTUNITY

Position:	Term Law Clerk to the Honorable Joseph K. Reeder, U.S. Magistrate Judge
Announcement #:	27-CO-01
Appointment Type:	Full-time, One-year term expected to start on or after November 2, 2026
Location:	Huntington, WV
Starting Salary:	JSP 11/01 – 13/10 ($74,678 - $138,370) *Starting salary depends upon experience, qualifications, and previous Federal employment.*
Opening Date:	October 13, 2026
Closing Date:	Open until filled

Job Summary:
In this position, the law clerk will be assigned pending cases. The law clerk will analyze legal memoranda and materials in the record; identify legal issues; conduct legal research; and draft proposed findings of facts and conclusions of law, orders, or opinions for the Judge's review. The law clerk will work on habeas actions that challenge the legality or execution of a person's conviction or sentence; civil actions in which the parties consented to proceed before a U.S. Magistrate Judge; actions for judicial review of an administrative decision under the Social Security Act; and other civil actions in which a party is proceeding *pro se* (without counsel), which often includes actions filed under 42 U.S. Code § 1983 (§ 1983 cases). The law clerk will also attend court proceedings and perform other research or assistance as needed by the Judge.

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:

a) 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:
b) Experience on the editorial board of a law review of such a school;
c) Graduation from such a school with an LLM degree; or
d) 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, vision, and life insurance programs, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), employee assistance program, and paid parking.

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. The selected candidate is subject to a background check, including FBI fingerprint check, and appointed provisionally, pending a favorable suitability determination.

Application Process:
Qualified applicants may apply by emailing a:

- cover letter,
- résumé,
- two writing samples
- two letters of recommendation, and
- law school grades.

Application materials should be submitted via email to Human_Resources@wvsd.uscourts.gov, referencing vacancy **#27-CO-01** in the subject line.

Interviews may be conducted in-person or via video conference. Applicants interviewing in-person must travel at their own expense. 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.