



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK**

ANNOUNCEMENT NUMBER 26-DC-15

POSITION TITLE: Temporary Law Clerk (*Not-to-Exceed 09/30/2027*)
LOCATION OF POSITION: Syracuse or Albany, New York
SALARY: JSP 11, step 1 - \$74,678 - \$77,045
OPENING DATE: August 7, 2026
CLOSING DATE: Open Until Filled
START DATE: October 1, 2026

POSITION OVERVIEW: The Temporary Law Clerk gives legal advice and assistance to the Court in connection with social security appeals. **This vacancy is subject to the availability of funding.**

Please Note: Since this position is temporary, renewal may be possible depending upon performance, budget, and needs of the Court. However, employment as a temporary law clerk may not exceed four years. Any prior service as a temporary federal judicial law clerk counts toward the four-year lifetime limit.

DUTIES AND RESPONSIBILITIES:

1. Performs substantive work on social security appeals. Drafts appropriate recommendations and orders for the Court's signature.
2. Reviews social security appeals, complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief.
3. Performs research, as required, to assist the Court in preparing social security opinions.
4. Maintains liaison between the Court and litigants. Corresponds with other officials, such as U.S. Attorney, as required.
5. Performs other duties as assigned.

QUALIFICATIONS: To qualify for the position of JSP-11 law clerk, 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).

COURT PREFERRED SKILLS: Knowledge of and familiarity with social security law is preferred.

BENEFITS:

- A minimum of 11 paid holidays per year
- Optional participation in the Federal Employees Health Benefits Program

CONDITIONS OF EMPLOYMENT: Applicants must be United States citizens or eligible to work in the United States. The individual being selected for this position will be required to submit to a security background check, which includes fingerprinting. All appointments are provisional upon a favorable suitability determination. Employees are required to adhere to the Code of Conduct for Judicial

Employees, which is available to applicants upon request. Employees of the United States District Court are **Excepted Service Appointments**. Appointments are “at will” and can be terminated with or without cause by the Court. This position is subject to mandatory Electronic Funds Transfer participation for payroll deposit.

APPLICATION PROCESS: Consideration will only be given to those that apply through the court’s online applicant tracking system. Applicants must submit the following:

1. A letter of interest.
2. A current resume.
3. Writing sample (no more than 10 pages).
4. Unofficial law school transcript.
5. List of references (3 or 4 names with contact information).
6. A completed AO-78, Application for Judicial Branch Federal Employment (submitted via applicant system).

To apply, please visit the Online System for Clerkship Application and Review (OSCAR) at <https://oscar.uscourts.gov/>.

If you fail to provide the required documents, your application package may be considered incomplete and may not be considered. Participation in the interview process will be at the applicant’s own expense. The Court will not pay for relocation expenses. Only those applicants selected for an interview will be contacted. The Northern District of New York reserves the right to modify the conditions of this job announcement; to withdraw the job announcement, to fill the position earlier than the closing date or to fill more than one position. Any of which may occur without prior written notice. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. EOE.