



UNITED STATES DISTRICT COURT
DISTRICT OF OREGON

OPEN TERM LAW CLERK POSITIONS

Position Title: Term Law Clerk
Estimated Start Dates: August 2024, August 2025, August 2026
Duration: One year, or two years, depending on law clerk preference
Location: Portland, Oregon

POSITION OVERVIEW: United States District Judge Adrienne Nelson is actively recruiting term law clerks for her chambers at the United States District Court for the District of Oregon. Primary responsibilities include, but are not limited to, (1) managing cases on the civil docket, (2) conducting legal research on criminal and civil law issues and procedural issues, (3) drafting bench memorandums on various legal and procedural issues, and (4) drafting and/or editing legal opinions.

QUALIFICATIONS:

Required qualifications:

1. Awarded degree from an accredited law school;
2. Excellent legal research and writing skills;
3. Ability to prioritize and manage large workloads in an efficient manner; and
4. A collaborative, team-oriented spirit.

Preferred qualifications:

1. Excellent academic record;
2. Prior work experience in a role that required legal research and writing;
3. Experience working on any law journal while in law school.

COMPENSATION: Pay rates for the 2023 fiscal year is available [here](#). Hired law clerks with no post-JD work experience begin at the 11-1 step (\$74,137/year), and the pay-rate increases for every 52 weeks of post-JD work experience in the legal field, provided the law clerk possesses a bar membership in any state, territory, or federal court of general jurisdiction (*e.g.*, one year of experience would begin at the 12-1 step, two years of experience would begin at the 13-1 step, etc.). Pay rate may vary based on applicant's start date.

APPLICATION PROCEDURES: Applicants may apply via OSCAR or by mailing their application to the following address:

United States District Judge Adrienne Nelson
Mark O. Hatfield United States Courthouse, Room 1407
1000 Southwest Third Avenue
Portland, OR 97204-2940

Mailed applications should include: (1) resume, (2) cover letter, (3) writing sample, (4) law school transcript, (5) undergraduate transcript, and (6) three letters of recommendation.

Cover letters should be no longer than one page, single spaced, and should indicate the applicant's preferred term start date and preferred term duration (one year or two years). Writing samples should not exceed twenty pages, double spaced, using 12 pt. Times New Roman (or font of equivalent size). Samples

with analysis of a legal issue are preferred (i.e., memorandum, motion/response, draft opinion, etc.), however other samples of legal writing are permitted (i.e., seminar paper, journal Note, etc.). Sample must not have received substantive edits from individuals other than the author, such as a redline edit, and must be the author's own work.

TIMELINE: Applications for each term start date are considered on a rolling basis until all positions for the specific term are filled. Interviews may be conducted in-person or via videoconference, depending on the applicant's circumstances and chambers availability.