

Law Clerk to Judge Myrna Pérez

Position Overview

The Honorable Myrna Pérez of the United States Court of Appeals for the Second Circuit is accepting applications for judicial law clerks on a rolling basis for 2023-2024. Appointment is for a term of approximately one year to begin in the late summer to the fall of 2023.

While specific duties will be determined by Judge Pérez as needs arise, the law clerk's duties will broadly include: conducting legal research; drafting and proofreading bench memos, orders, and opinions; verifying citations; coordinating and collaborating with other law clerks and staff to ensure a well-functioning and effective chambers; and assisting Judge Pérez during and in preparation for courtroom proceedings. This clerkship will be exciting and demanding—all applicants should be willing and able to work outside of traditional office hours on a regular basis.

Qualifications

Required:

- A J.D. from an ABA-approved law school
- A strong work ethic, collaborative spirit, and “can-do” and resourceful attitude
- The ability to thrive and lift up others in an environment that is mission-centered, deadline-driven, team-based, and highly dynamic
- Demonstrated excellence in performing legal research, writing, and analysis
- The capacity to translate technical and arcane materials into clear, efficient, and accessible writing
- Strong attention to detail, including meticulous editing skills
- Highly developed interpersonal skills, including: a demonstrated ability to communicate well and respectfully with persons of diverse backgrounds, identities, and abilities (in writing and orally); a talent for adapting quickly and effectively; and being attuned to what helps others do their jobs well
- Work habits that result in being consistently prepared, very organized, and able to anticipate challenges and propose solutions
- The capability to receive feedback well and to provide feedback constructively
- Respect for the role of the judiciary within our constitutional structure

Preferred:

- At least 2-3 years of experience as a practicing lawyer prior to the start of the clerkship term
- A prior judicial clerkship, especially at the federal level
- Public-facing writing experience involving fact checkers and editors
- Having no employment commitments to a particular firm, organization, or agency at the beginning of the clerkship

Application Procedures: Applications must include the following: a cover letter highlighting required and preferred qualifications; a resume; a law school transcript; two writing samples (preferably unedited by another person, but noting if otherwise); and contact information for three professional and/or academic references (who are, among other things, able to comment on your research, writing, and oral communication skills, and your ability to work as a team member in a dynamic and demanding environment). Applications should be submitted via OSCAR, and the cover letter should note if a particular practitioner, faculty member, or professional trade association referred the candidate to Judge Pérez.

Conditions Of Employment: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. Employees are hired provisionally, pending the results of a background investigation. Direct deposit of pay required.