

UNITED STATES DISTRICT COURT

Northern District of West Virginia
217 West King Street, Room 214
Martinsburg, West Virginia 25401

Gina M. Groh, Judge

Telephone 304-267-7027

Facsimile 304-267-6965

CAREER OPPORTUNITY

Position: Term Law Clerk to a United States District Judge

Classification Level: JSP 11-13

Starting Salary Range: \$84,601– \$120,579

Location: Martinsburg, West Virginia - telework is not available for this position

Opening Date: June 2025

Closing Date: Open Until Filled

Number of Positions: 1

POSITION OVERVIEW

The United States District Court for the Northern District of West Virginia invites applications for the position of term law clerk to a United States District Judge located in Martinsburg, West Virginia. Principal duties of the position include researching substantive issues of federal and state law; drafting legal memoranda, reports and recommendations, opinions, and orders; and attending court proceedings relative to a broad range of matters in felony/misdemeanor cases, civil cases, Social Security appeal cases, and prisoner litigation (28 U.S.C. §§ 2255, 2254, 2241 and 42 U.S.C. §1983). Additional duties include interacting with chambers staff, court personnel, litigants and/or the public; preparing continuing legal education materials; and generally providing trusted legal support to the judge.

The successful candidate will exhibit, at all times and to all persons, a courteous, professional, and cooperative attitude and a self-imposed standard of integrity and excellence.

This term judicial law clerk position is for two years and is available in September 2027.

QUALIFICATIONS

The successful candidate will have excellent academic credentials from an ABA-accredited law school, strong research and exceptional writing skills, and keen analytical ability. Law Review, Journal, moot court, or prior litigation and practice experience is preferred.

The successful candidate must also be a United States Citizen.

COMPENSATION AND BENEFITS

Compensation will be set based on the experience and qualifications of the successful candidate and subject to the policies and guidelines set forth in the Judicial Salary Plan. Term law clerks qualify for federal employees' group health and life insurance.

HOW TO APPLY

Interested persons must submit to Judge's Chamber or through OSCAR a resume, two (2) recent writing samples, law school and undergraduate transcripts, at least three (3) references (preferably current or former employers) and two (2) recommendations to:

**Hon. Gina M. Groh
U.S. District Court for the
Northern District of West Virginia
217 W. King Street, Ste. 214
Martinsburg, West Virginia 25401**

Court's web site: www.wvnd.uscourts.gov