



***Vacancy Announcement  
Term Law Clerk  
For the Honorable Mustafa T. Kasubhai  
Eugene, Oregon***

## **THE POSITION**

The United States District Court for the District of Oregon is now accepting applications for a full-time term law clerk position for United States District Judge Mustafa T. Kasubhai. This is a 2-year term position located in Eugene, Oregon running from September 7, 2026, through September 1, 2028. Term clerks are required to work in person in courthouse chambers.

**Representative Duties:** Responsibilities of this position may include but are not limited to the following:

- Review legal submissions and perform legal research.
- Prepare bench memoranda and draft orders and opinions addressing a wide variety of issues arising in civil litigation and—occasionally—criminal litigation.
- Perform case management through the Case Management/Electronic Case Filing (CM/ECF) system.
- Perform administrative office functions such as editing, proofreading, telephone communications, written correspondence, and scheduling.
- Attend court hearings and trials and assist in preparing the Judge for the same.
- Work cooperatively with other members of the Judge's staff to effectively support the Judge in fulfilling his judicial responsibilities.
- Supervise and mentor law student externs.

## **QUALIFICATIONS**

### **Minimum 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 or more of the following proficiencies:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
  - Experience on the editorial board of a law review of such a school;
  - Graduation from a school with an LLM degree; or
  - Proficiency in legal studies that, in the opinion of the Judge, is the equivalent of one of the above.
- Some examples of criteria which are considered to be acceptable as equivalent include:
- (1) Publication of a noteworthy article in a law school student publication or other scholarly publication;
  - (2) Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;

- (3) Substantial participation in a moot court competition representing a law school in competition with other law schools;
- (4) Participation in law school clinical program sanctioned by the law school and requiring highly developed writing skills; or
- (5) Summer experience as a law clerk to a federal or state judge or law clerk experience on a continuing basis in a private firm while attending school.

To qualify for grade 12, one year of full-time legal work experience following law school graduation is required. To qualify for grade 13, two years of full-time legal work experience following law school graduation is required. With the exception of grade 11, a bar membership also is required.

**Legal work experience** is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while on military duty may be credited on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

**Expected Qualifications:**

Candidates are expected to have excellent academic credentials, as well as superior research and writing skills. Proficiency with Westlaw and Lexis. Familiarity with the federal judicial system's electronic case filing system, experience with prisoner civil rights litigation, civil litigation, social security appeals, and prior experience as a judicial clerk or extern/intern at the federal trial or appellate level are strongly preferred. Candidates should have a strong interest in civil and criminal litigation. Because the case load is high and the subject matter is complex, Judge Kasubhai seeks candidates who are hard-working, organized, efficient, and pursue resources and information on their own. Judge Kasubhai also seeks candidates who demonstrate curiosity and value diverse perspectives.

**Candidates must also demonstrate:**

- Superior oral and written communication skills;
- Strong interpersonal skills;
- Excellent typing and proofreading skills;
- A consistent past employment record;
- Demonstrated skill in dealing with routine and complex assignments;
- A demonstrated ability to analyze and interpret written communications; and
- Ability to prioritize tasks and work assignments.

**SALARY RANGE**

This position is classified at JSP 11-13 (\$73,939 - \$105,383 per annum) depending upon the qualifications and experience of the successful candidate.

**HOW TO APPLY**

To apply, submit the following on or before August 8, 2025:

1. Resume;
2. Cover Letter;
3. 5-10 page Writing Sample and declaration the writing sample is substantially your own work with limited, if any, editing by third parties;
4. Law School Transcript; and

5. Three professional references and three recommendation letters.

Candidates should avoid submitting generic cover letters and instead explain why they are interested in this particular clerkship.

Send electronically to [andrea\\_clifford@ord.uscourts.gov](mailto:andrea_clifford@ord.uscourts.gov) in pdf form or mail to the address below.

**Electronic submissions should be combined in one pdf document.** Incomplete packets will not be considered. Verification of education, and reference checks will be made prior to any offer of employment.

**Term Law Clerk**

Judge Kasubhai Chambers  
United States District Court, District of Oregon  
1000 SW Third Avenue  
Portland, Oregon 97204

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503-326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**EMPLOYEE BENEFITS**

**ABOUT U.S. DISTRICT COURT FOR THE DISTRICT OF OREGON**

**CONDITIONS OF EMPLOYMENT**

- Applicants must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement as outlined in 8 U.S.C § 1324b(a)(3)(B).
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- All information is subject to verification and background investigation.
- An FBI background check is required for all individuals appointed to positions in the U.S. Courts. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Duty station assignments are at the sole discretion of the appointing officer.
- Employees are subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (*i.e.*, Direct Deposit). (Limited exceptions are available upon request.)
- The Court reserves the right to modify the conditions of posted job announcements or to withdraw an announcement entirely, either of which may occur without prior written or other notice.
- In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the appointing officer may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

***The United States District Court for the District of Oregon is an Equity Focused Employer.***

*We value diversity and are committed to equity and inclusion in our workplace. The District of Oregon encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, socio-economic circumstance, and any other status or characteristic protected under applicable federal law.*