

## **U.S. Army Corps of Engineers, Anchorage (Paid position)**

The U.S. Army Corps of Engineers, Alaska District, Office of Counsel, is looking for a law clerk for Summer 2022 for their office in Anchorage, Alaska. The successful candidate will have a minimum 3.00 GPA, excellent research and writing skills, and an interest in public service. Applicants must have completed two years of law school prior to starting the position. The selected law clerk will be scheduled to work between eight and twelve 40-hour weeks, from May to August 2022 with the exact start and end dates to be negotiated. The selected law clerk may be placed in a non-pay status in order to continue education requirements over the duration of the Term position, but expected to work during academic breaks, i.e. winter/summer breaks. The student selected for this position will serve as GS-9, Step 1, Student Trainee (Legal), with a salary of approximately \$4,900.00 per month.

Surrounded by the picturesque Chugach and Alaska Mountain Ranges, Anchorage is Alaska's largest city with approximately 300,000 people. The office is located on Joint Base Elmendorf Richardson, near downtown Anchorage. Anchorage is well known for its long, cool summer days during which hiking, bicycling, kayaking, fishing, and other outdoor activities are within an easy driving distance after work and on the weekends.

The Office of Counsel is a busy office with six attorneys, two paralegals, and one legal assistant who advise and support the District Commander (an Army Colonel, O-6) and approximately 400 employees. The Alaska District is fully executing and tasked with accomplishing all USACE missions within its area of responsibility as well as in Hawai'i and east and southeast Asian countries. The District is within the Pacific Ocean Division which includes Hawai'i, Korea, and Japan. The law clerk selected for this position will assist attorneys in a diverse array of practice areas such as environmental and regulatory law, government contracts, military and civil construction, real estate, and employment law. Previous interns have been selected from across the country and many began their careers as Civilian Honors Attorneys at various USACE locations.

USACE is an engineer formation of the U.S. Army and the largest public engineering organization in the world. While it executes Army missions, it is comprised mainly of Civilians. Worldwide, USACE has approximately 37,000 dedicated Civilians and Soldiers delivering engineering services to customers in more than 130 countries. Its disciplined team works diligently to strengthen the Nation's security by building and maintaining America's infrastructure and providing military facilities where service members train, work, and live. USACE also researches and develops technology for war fighters while protecting America's interests abroad and use our engineering expertise to promote stability and improve quality of life for all people. It supports the economy by maintaining America's waterways which is crucial to the movement of critical commodities and providing recreation opportunities at campgrounds, lakes, and marinas. USACE also cleans sites contaminated with hazardous, toxic, or radioactive waste and material in an effort to sustain the environment.

## APPLICATION INSTRUCTIONS:

To apply, email a **PDF binder** with your cover letter, resume, and short writing sample (not to exceed 5 pages), in that order, to Ms. Amanda Kranz, Assistant District Counsel, at [Amanda.L.Kranz@usace.army.mil](mailto:Amanda.L.Kranz@usace.army.mil). Resumes must include the applicant's law school GPA and may be up to two pages in order to detail all relevant experience. If you do not have a GPA, please include an explanation of your law school's grading policy. **Cover letters must describe the applicant's interest in the U.S. Army Corps of Engineers, federal agency practice, leadership, and/or public service.** Applications that do not meet these requirements will not be considered. The application period will close March 3, 2022. If you have any questions concerning the duties of this position, please contact Amanda Kranz at [Amanda.L.Kranz@usace.army.mil](mailto:Amanda.L.Kranz@usace.army.mil) or at 907-753-5763.

**Important Note:** The student hired must be present in-person in Anchorage, Alaska throughout the internship. Limited telework may be available after the student receives initial in-person training. The student hired for this position will be ultimately responsible for providing their own housing and transportation. As the office is on a military installation, there is no public transportation to the office; however, many Alaska District employees commute via bicycle and Anchorage has a robust public transportation system. The Office of Counsel is happy to assist with the law clerk's transition to Anchorage.

## POSITION DETAILS:

Official title, series, and grade: Student Trainee (Legal), GS-0999-09. The full performance level of this position is GS-09. This is not a developmental assignment or position.

Duty Location: Elmendorf AFB, AK

Salary Range: \$61,424 - 79,852 per annum, plus an additional 2.48% Cost of Living Allowance (COLA)

Positions to be filled: 1

Who May Apply: To be eligible for consideration you must meet the definition of a post-secondary student as defined below:

Post-Secondary Student: a person who, (1) is currently enrolled in, and in good academic standing at, a full-time program at an institution of higher education; and (2) is making satisfactory progress towards receipt of a baccalaureate or graduate degree; and (3) has completed at least one year of the program.

In order to qualify, you must meet the education requirements described below.

This position is designed to prepare a student trainee for employment after graduation in the Legal/Law Career field. Post-Secondary Students will be assigned tasks designed to increase familiarity with the target occupation in a real world work environment.

This opportunity does not follow a standard promotional path. This is a TERM not to exceed 13 Months, post-secondary position. The Post-Secondary selection will be made at the GS-09. This grade level is what typical college students who have completed 2 academic years of graduate level education, or a master's degree or equivalent graduate degree. The full performance level of this position is GS-09. This is not a developmental position.

To qualify for a Post-Secondary position as a GS-09, students must have completed at least 2 academic years of graduate level education, or a master's degree or equivalent graduate degree.

For qualification purposes, an academic year is computed as follows:

At the undergraduate level, successfully completed education that has not led to possession of a degree is credited based on its relationship to 120 semester hours or 180 quarter hours. For example, 30 semester hours or 45 quarter hours is comparable to 1 year of undergraduate education. Four years of progressive study or 120 semester hours meets the degree requirements. Additional credit cannot be given for duplicate course work.

For study at a business or technical school, 36 weeks of study (20+ classroom hours per week) is comparable to 1 academic year above high school. An academic year of graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 academic year of full-time study. This determination is made based on normal course loads for a full year of study in the graduate program. If that information cannot be obtained from the school, 18 semester hours or 27 quarter hours should be considered as satisfying the 1 year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended. When academic credit is expressed in contract months, units, or other terms that differ from conventional semester or quarter hours, it is the responsibility of the applicant to provide an interpretation of such credits from the appropriate institution in order to equate them to the semester or quarter hours specified in the standard.

NOTE: If your college, vocational, trade, technical or high schools' definition of "academic year" differs from above, you must submit proof of this difference (e.g., copy of course catalog that defines an academic year). Absent this documentation, you will be screened for academic qualifications based on the academic hours as defined in the bullets above.

Post-secondary students will initially be appointed to a term appointment in the competitive service for a period expected to last more than 1 year not to exceed 4

years; they MAY be non-competitively converted to a career or career-conditional appointment within 120 days of successfully completing the qualifying academic program.

Competencies considered by the selection committee: Written Communication, Technical Legal Expertise, and Oral Advocacy