



Term Law Clerk

U.S. Bankruptcy Court Southern District of California

Salary:

JSP 11/1 to 14/10 \$62,451 - \$136,738 (depending upon qualifications)
Lateral placement above step 1 is only available for transfers from within the judiciary or other federal agencies.

Posting Dates:

Tuesday, July 10, 2012 through Friday, August 10, 2012

The U. S. Bankruptcy Court in downtown San Diego is seeking highly qualified candidates for a full-time Term Law Clerk position to a newly appointed U.S. Bankruptcy Judge. This law clerk position has an employment assignment of one year and one day, and is expected to be available in October 2012.

Representative Duties

- Legal research and writing of tentative rulings, memoranda, orders and opinions. Preparation for and attendance at hearings, trials and conferences.
- Active management of court calendar and electronic docket.
- Occasional administrative projects and other duties as assigned.
- Screen and supervise judicial externs.
- Effective interaction with members of the bar, clerk's office staff and chambers' staff is essential.
- The position allows the law clerk to observe attorneys in action and to play a significant role in all aspects of the judge's chambers.

Minimum Qualifications

Candidate must be a graduate of a law school of recognized standing and should have the following attributes:

- Previous judicial clerkship experience in a U.S. Bankruptcy Court.
- Ranking within the top 25% of the law school class.
- Membership on law review or on a specialty law journal.
- Bankruptcy coursework during law school.
- Superior research, writing, proofreading and communication skills.

Desired Qualifications

Successful candidate should:

- be mature, responsible and industrious,
- possess excellent organizational, administrative, project management and interpersonal skills,
- be a self-starter,
- maintain a professional appearance and demeanor at all times,
- be able to work harmoniously with others, and
- communicate effectively, both orally and in writing.

Salary Range

The table below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable Judiciary Salary Plan (JSP) grade levels.

JSP Grade	Yrs of Legal Work Exp.	Bar Membership?
11	0	No
12	1	Yes
13	2	Yes
14*	3	Yes

*Two years of federal chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk experience gained in the federal judiciary is required.

Information for Applicants

- Only highly qualified applicants will be considered for this position.
- The selected candidate(s) will be subject to a background check as a condition of employment.
- Applicants must be U.S. citizens or eligible to work in the United States.
- Participation in the interview process will be at the applicant's own expense, and relocation costs will not be covered.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- The U.S. Courts require employees to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.
- Employment offer is contingent on judge designee's taking office.

Employee Benefits

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Chamber employees are covered by the Judiciary Salary Plan (JSP). Employees are considered at-will and are not covered by federal civil service classifications or regulations. Depending on type of employment, law clerks may be entitled to the following benefits:

- 10 paid holidays per year.
- Choice of medical, dental and vision coverage from a wide variety of plans.
- Life Insurance options.
- Optional participation in the Judiciary's Long Term Care Insurance Program.
- Optional participation in the Judiciary's Flexible Spending Program.
- Commuter Benefit Program (dependent on fiscal year funding).

How to Apply

Applications must be submitted through OSCAR to be considered.

OSCAR: oscar.uscourts.gov

The United States Bankruptcy Court reserves the right to amend the conditions of this job vacancy announcement, or to withdraw the announcement at any time without prior written or other notice.

Vacancy Announcement: 2012-02

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