

# **U.S. Bankruptcy Court Southern District of California**



## **Term Law Clerk**

Open Date: December 03, 2019

Close Date: December 31, 2019

Term of one year.

Start Date: January 2020

### **Grade and Salary:**

JSP 11/12 \$69,301 - \$107,986

(depending upon qualifications)

Applications will be accepted until December 31, 2019

The U. S. Bankruptcy Court in downtown San Diego is seeking highly qualified candidates for a full-time Temporary Law Clerk position serving Chief Judge Margaret Mann.

### **Representative Duties**

- Legal research and writing of memoranda, memos, orders, correspondence, and drafts opinions for the judge's consideration.
- Reviews dockets of pending litigation and monitors progress; provides information to the judge in connection with pending litigation; proofreads orders and opinions; assists the judge during courtroom proceedings.
- Responds to internal and external inquiries on pro se legal and procedural matters.
- Effective interaction with members of the Bar, Clerk's Office staff and Chambers' staff.

### **Minimum Qualifications**

To qualify for the position of Temporary Law Clerk, an applicant must have:

- Graduated from a law school of recognized standing or awaiting conferment of degree, and have one or more of the following attributes:
  - 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 such a school with an LLM degree; or
  - Demonstrated proficiency in legal studies, which in the opinion of the judge, is the equivalent of one of the above.
- Excellent research, writing, communication, analytical, and computer skills.

### **Desired Qualifications**

- Proficiency in Windows, Word, and Excel.
- Experience with Westlaw.

## **Employee Benefits**

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are considered at-will and are not covered by federal civil service classifications or regulations. Court employees are, however, entitled to the many of the same benefits as other federal employees. These benefits include:

- 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;
- Creditable service time from other federal agencies and/or military service.

## **Information for Applicants**

- 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.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- The Judicial Code of Ethics prohibits the practice of law while employed by the court.
- Travel and relocation expenses cannot be reimbursed.
- More information may be found on the court's website at [www.casb.uscourts.gov](http://www.casb.uscourts.gov).

## **How to Apply**

Submit your cover letter, resume, law school transcript, and a writing sample through Oscar - <https://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.