



**United States Bankruptcy Court
Southern District of California
Vacancy Announcement -2025-01**

Position Title: Temporary Law Clerk
Position Type: Full-time / 12-week term
Start Date: On or after July 28, 2025
Location: San Diego, CA
Salary Range: \$84,462 – \$184,929 (JSP 11 – 14)
Closing Date: July 25, 2025

Position Overview

The U.S. Bankruptcy Court for the Southern District of California is accepting applications for a full-time, 12-week Temporary Law Clerk for Judge Marum while one of his clerks is on leave. The Law Clerk duties include:

- Legal research and writing of bench memoranda and tentative rulings.
- Assist in drafting orders and opinions.
- Prepare for and attend trials and hearings as needed.
- Active management of court calendar and electronic docket.
- Occasional administrative projects and related duties, as assigned.
- 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.

Qualifications

To qualify for the position of law clerk, an applicant must be a graduate from a law school of recognized standing and should have the following attributes:

- Bankruptcy coursework during law school, a demonstrated interest in bankruptcy and/or undergraduate coursework in a business-related field (preferred);
- Ranking within the top 25% of the law school class (preferred);
- Membership on law review, on a specialty law journal, or federal externship experience (preferred);
- Superior research, writing, proofreading and communication skills (required);
- Demonstrated ability to work in a fast-paced environment with quick turnaround times;
- Excellent computer skills and the ability to quickly master new software programs.

The successful candidate will also:

- Be mature, responsible and industrious;
- Possess excellent organization, administrative, project management and interpersonal skills;
- Be a self-starter;
- Maintain a professional appearance and demeanor at all times;
- Be able to work well with others; and
- Communicate effectively, both orally and in writing.

Judicial Salary Plan (JSP) Information

To qualify for grade 12 in the Judicial Salary Plan (JSP), one year of legal work experience following law school graduation is required. To qualify for JSP grade 13, two years of legal work experience following law school graduation is required. Except for grade 11, the applicant must be a member of the bar of a state, territory, or federal court of general jurisdiction.

Legal work experience is defined as progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service 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.

Information for Applicants

- Applicants must be a U.S. citizen or eligible to work in the United States.
- The Federal Financial Reform Act requires direct deposit of federal wages for court employees.
- All court employees are “at will” employees; therefore, can be removed from this position at any time.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Only the best qualified candidates will be considered/contacted for this position.
- Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided.
- An applicant may be asked to show proof of COVID-19 vaccination if scheduled for an interview. An applicant who has not received the COVID-19 vaccination may be required to provide a negative COVID-19 test at the time of the interview. The person hired for the position may be required to provide weekly negative COVID-19 tests, if not vaccinated.
- The applicant selected for the position is not required to reside in San Diego. Relocation reimbursement is not provided.
- As a condition of employment, the selectee will undergo an FBI fingerprint and criminal records check.
- The court reserves the right to modify the conditions within or to withdraw the job announcement.

Benefits

Employees of the United States Bankruptcy Court are “at-will” employees and are not covered by the Office of Personnel Management’s civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees.

Temporary law clerks appointed to positions of 90 days or less are not eligible for benefits but are subject to Social Security and Medicare deductions.

Procedures for Applying *(Incomplete application packets will not be considered)*

Applicants must apply and submit all required documents to Bennett Reichard at bennett_reichard@casb.uscourts.gov:

- Cover letter and resume with detailed work history.
- Law transcript, undergraduate transcript, one writing sample and two letters of recommendation, and the applicant consents to the Court contacting references.

The selected applicant will need to complete an Application for Judicial Employment (Link: [AO78 Application for Employment](#)) before employment begins, however, this form is not required as part of the initial application package.