



UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF LOUISIANA

Term Law Clerk Vacancy Announcement

Position: Term Law Clerk*
Vacancy Number: 2014-05
Position Type: Regular, Full-Time
Location: Shreveport, Louisiana
Salary Range: JSP 11/1 (\$57,982) to JSP 14/1 (\$97,657)*
Opening Date: September 26, 2014
Closing Date: October 10, 2014

**By Judicial Council policy, a Term Law Clerk may not serve more than four years in the federal system.*

***The classification level and salary for this position will be based upon experience and education in accordance with the Judiciary Salary Plan for the U. S. Courts. This position is promotion eligible without further competition.*

Position:

The U. S. Bankruptcy Court for the Western District of Louisiana is seeking a Term Law Clerk. A Law Clerk to a U. S. Bankruptcy Judge will perform substantive review, legal research, and writing on matters pending before the Court. This position will also be assigned administrative duties and responsibilities which include preparing statistical reports and analysis, maintaining confidential records, as well as maintaining a judicial calendar and performing the daily tasks associated with supporting the activities of the judge.

Administrative Duties:

- Receive, screen and refer telephone and in-person callers.
- Answer general inquiries from the bar and public.
- Handle administrative matters in chambers including preparation of required reports.
- Screen incoming mail and handle routine matters.
- Maintain judge's calendar; schedule, change and cancel appointments as directed.
- Arrange meetings and conferences for judges and support personnel.
- Provide administrative office functions such as, editing, proofreading, telephone communication, written correspondence, and scheduling.

Law Clerk Duties:

- Draft legal documents addressing various issues arising in bankruptcy proceedings.
- Assist the judge during court proceedings and review orders.
- Communicate with counsel, court officials, and litigants regarding procedural requirements.
- Perform case management through the Case Management/Electronic Case Filing (CM/ECF) System.

- Draft proposed opinions, memorandum decisions, and orders.
- Review electronic case files and brief judge on critical issues prior to hearing and trials.
- Present cases and motions to judge and explain (orally and in writing) the proposed recommendation and any choices to be made.
- Keep abreast of changes in the law and briefs the judge.
- May travel to attend hearings and conferences.
- Perform other day-to-day law clerk duties as assigned.

Minimum Qualifications:

To qualify for the position of law clerk on the personal staff of a federal judge, an applicant 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 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 equivalent to one of the above.

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. To qualify for JSP grade 14, three years legal work experience following law school graduation is required, and two of the three years must have been served as a law clerk in the federal judiciary. With the exception of grade 11, a bar membership is also required.

Preferred Qualifications:

- Strong academic record and excellent writing and legal research skills;
- Exceptional managerial, organizational, computer, and computer-assisted legal research skills;
- Ability to meet deadlines and be punctual for meetings and hearings;
- Member in good standing or pending application to become member in good standing with a state bar;
- Ability to maintain confidentiality; possess good judgment and maturity; dependable and responsible; self-starter and demonstrates initiative in problem solving;
- Ability to communicate effectively, both orally and in writing, and to present a poised professional appearance and demeanor at all times;
- Strong people and time-management skills with ability to meet and manage many changing priorities and demands in a distracting environment;
- Previous experience as a federal law clerk or bankruptcy attorney, and/or familiarity with bankruptcy law through course work.

Background Check and Other Requirements:

As a condition of employment, the selected candidate will be subject to a background investigation, which will include criminal history and FBI fingerprinting. The selected candidate may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check or investigation. The applicant must be a United States citizen or provide documentation proving eligibility to work in the United States.

Additional Information:

This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. The Court does not reimburse interview costs and/or relocation expenses. The U. S. Bankruptcy Court is part of the Judicial Branch of the U. S. Government. Employees of the U. S. Bankruptcy Court are "At Will" employees and are required to adhere to a Code of Conduct for Judicial Employees.

Benefits

Law Clerks appointed to term appointments for at least one year and one day are eligible for the following benefits: Social Security and Medicare benefits, Federal Health and Life insurance, Dental and Vision, and Ten (10) paid Federal holidays.

Term Law Clerks are not eligible to participate in the Federal Employees Retirement System or Thrift Savings Plan.

Application Process:

The application package consists of the following:

- 1) Cover letter,
- 2) Application for Judicial Branch Employment (Form AO-78). Application may be found on the court's website: www.lawb.uscourts.gov
- 3) Detailed resume;
- 4) Copy of law school transcript and bar membership, if applicable
- 5) Names, addresses, and telephone numbers of three professional references; and
- 6) A legal writing sample

Submit the complete application package to the address provided below.

Human Resources Confidential #2014-05
U. S. Bankruptcy Court Western District of LA,
300 Fannin Street, Suite 2201
Shreveport, LA 71101

Applications must be received or postmarked by the closing date. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior notice.

******The United States Bankruptcy Court is an Equal Opportunity Employer ******