UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF LOUISIANA
Career Law Clerk Vacancy Announcement
Alexandria, LA

Position:	Career Law Clerk
Vacancy Number:	2019-02
Position Type:	Full-Time
Location:	Alexandria, Louisiana
Salary Range:	JSP 11 – JSP 14 ($61,218 – $134,038) *
Opening Date:	March 7, 2019
Closing Date:	April 1, 2019, or open until filled

***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 Career Law Clerk. A Law Clerk to a U.S. Bankruptcy Judge performs substantive review, legal research, and writing on matters pending before the Court.

Representative Duties:

- Performs legal research.
- Drafts legal documents addressing various issues arising in bankruptcy proceedings.
- Assists the judge during court proceedings and reviews orders.
- Reviews motions, applications, petitions, complaints and other pleadings filed with the Court to determine the issues involved and the basis for relief.
- Drafts proposed opinions, memorandum decisions, and orders.
- Reviews electronic case files and briefs judge on critical issues prior to hearing and trials.
- Presents cases and motions to judge and explains (orally and in writing) the proposed recommendation and any choices to be made.
- Provides administrative office functions such as editing, proofreading, telephone communication, written correspondence, and scheduling.
- Keeps abreast of changes in the law and briefs the judge.
- Travels to attend hearings and conferences.
- Performs 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 of 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 a member in good standing with a state bar.
- Ability to maintain confidentiality; possesses good judgment, maturity, and dependability and is responsible; self-starter and demonstrates initiative in problem-solving.
- Ability to work 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 the ability to meet and manage many changing priorities and demands.
- Previous experience as a federal law clerk or bankruptcy attorney, and/or familiarity with bankruptcy law through coursework.

Background Check and Other Requirements:

As a condition of employment, the selected candidate will be subject to a background check 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. 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 can be terminated with or without cause at any time. Employees are required to adhere to a Code of Conduct for Judicial Employees which is available upon request.

Benefits

Federal benefits include: group health and life insurance, dental and vision insurance, long-term care insurance and flexible spending plan, retirement, Thrift Savings Plan and ten (10) paid holidays.

Application Process:

Submit all required documents in a portable document file (PDF) format via email with the subject line **"HR Confidential" 2019-02** to: joann_walker@lawb.uscourts.gov.

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 (See Court/Employment).
3) Detailed current resume.
4) Copy of law school transcript and bar membership, if applicable.

Only candidates selected for an interview will be contacted.
Candidates selected for interviews must travel at their own expense.
The court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice.

The United States Bankruptcy Court is an Equal Opportunity Employer.