



**VACANCY ANNOUNCEMENT**  
**ANNOUNCEMENT NUMBER: 2018-12**

**UNITED STATES BANKRUPTCY COURT**  
**SOUTHERN DISTRICT OF OHIO**  
**EASTERN DIVISION AT COLUMBUS**

**POSITION:** Term Law Clerk to Hon. John E. Hoffman, Jr.  
United States Bankruptcy Judge  
Southern District of Ohio, Eastern Division

**TYPE:** Full-Time/Term (1–4 years)

**DUTY STATION:** Columbus, Ohio

**SALARY RANGE:** JSP 11/1 to JSP 13/10 (\$63,128 to \$116,968)

**POSITION AVAILABLE:** September 21, 2019

**POSTING DATE:** October 1, 2018

**CLOSING DATE:** December 31, 2018

Judge John E. Hoffman, Jr. of the United States Bankruptcy Court is accepting applications for the full-time position of term law clerk with administrative duties. This position will be available beginning September 21, 2019.

**POSITION OVERVIEW**

The term law clerk duties include, but are not limited to, the following:

- Reviewing and processing of proposed orders and other bankruptcy case documents to determine issues involved and compliance with legal and procedural requirements;
- Researching and drafting opinions and orders, including proofreading and cite-checking;

- Assisting with chambers administrative duties including answering telephone; advising appropriate court personnel and parties on the status of particular cases; and assisting the judge during courtroom proceedings;
- Working with chambers and supervisors to resolve case management issues; and
- Communicating with attorneys, trustees and creditors.

## **QUALIFICATIONS AND PAY SETTING**

To be qualified for appointment to the position of term law clerk, candidates must meet the following education and experience requirements.

### **QUALIFICATIONS**

To qualify for the position of law clerk on the personal staff of a federal judge, a person 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 demonstrated one of the following accomplishments or proficiencies:

- 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
- Proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above. Some examples of criteria that are considered to be acceptable as equivalent include:
  - Publication of a noteworthy article in a law school student publication or other scholarly publication;
  - Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
  - Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
  - Participation, other than for academic credit, in a clinical program sanctioned by the law school;

- Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school, i.e., working one's way through law school. (Participation and experience must have been other than for academic credit.)

This list is not all-inclusive; the determination of an acceptable equivalence rests with the appointing judge.

## PAY SETTING

**Legal Work Experience** — Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while on military duty 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.

The table below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable JSP grade level. Please note that appointment to a JSP-12 or above requires that the candidate be a member of the bar of a state, territory or federal court of general jurisdiction.

JSP Grade Level	Years of Legal Work Experience	Bar Required
11	0	No
12	1	Yes
13	2	Yes

## ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES

A qualified applicant must:

- Have an interest in bankruptcy law;
- Possess excellent written and oral communication, proof reading and administrative skills;
- Have strong organizational and analytical skills;
- Demonstrate attention to detail;
- Have the ability to relate and work well with others in a small chambers group and maintain good rapport with the clerk's office staff and the bar.
- Possess maturity, good judgment, high ethical standards, a strong work ethic and a positive work attitude;

- Have the ability to multitask and consistently meet deadlines and targeted goals;
- Possess excellent computer proficiency, including computer-assisted research skills and the ability to learn the court's software programs, toggle between various open software programs, and work with electronic files and folders. Applicants must be highly skilled in legal research and writing, and must be able to use Westlaw, WordPerfect/Word, Outlook, PowerPoint or comparable products.
- Maintain confidentiality.

## **APPLICATION PROCEDURES**

The following is a list of required application documents that must be submitted in the following order in a single PDF file and emailed to [OHSB\\_HR@ohsb.uscourts.gov](mailto:OHSB_HR@ohsb.uscourts.gov).

- **Cover letter:**
  - Reference job vacancy number **2018-12**
  - Include an email address in your contact information
- **Chronological resume that includes:**
  - education
  - class rank and honors
  - work history
  - names and addresses of employers
  - dates of employment
  - work performed
  - number and composition of personnel supervised, if any
  - significant accomplishments
- **Law School Transcript(s)**
- **Writing Sample**  
**Note:** Applicants may be required to complete a brief research and writing project as part of the interview process

**Applicants may also submit the above through OSCAR registration and application system:**  
<https://oscar.uscourts.gov/> .

## **GENERAL INFORMATION**

- Applicant must be a U.S. citizen or eligible to work in the United States.
- This is a sensitive position with the United States Bankruptcy Court. The successful candidate is hired provisionally, pending the results of an FBI fingerprint and criminal background check.
- Employees must adhere to the Code of Conduct of Judicial Employees, which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>.

- Employees of the United States Bankruptcy Court are “At Will” employees and can be terminated with or without cause by the court.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The best qualified candidates will be contacted for interviews. Candidates for interviews may travel at their own expense or be interviewed via telephone and/or video conference.
- Resumes or enclosures will not be returned.
- The Court reserves the right to modify the conditions of this announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected.
- This announcement is posted on the court’s internet web site at: <https://www.ohsb.uscourts.gov>.

## **BENEFITS**

The judiciary offers a number of exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate in the following benefits programs:

**Health Insurance** — The Federal Employees Health Benefits Program (FEHB) offers several plans. FEHB offers Fee-for-Service, Health Maintenance Organization and Health Savings Account plans to meet individual health needs.

**Life Insurance** — The Federal Employees’ Group Life Insurance Program (FEGLI) offers basis life insurance plus three types of optional insurance.

**Dental and Vision Insurance** — The Federal Employees Dental and Vision Insurance Program (FEDVIP) offers supplemental dental and vision benefits available to federal employees and eligible family members.

**Judiciary Long-Term Care Insurance Program** — The judiciary’s Long-Term Care Program administered by CNA provides long term care insurance for judiciary employees and their spouses, parents, parents-in-law, stepparents, grandparents and grandparents-in-law.

**Federal Long Term Care Insurance Program** — The Federal Long Term Care Insurance Program (FLTCIP) offered by the Office of Personnel Management provides long term care insurance for federal employees and their parents, parents-in-laws, stepparents, spouses and adult children.

**Leave** — The federal leave program offers time off benefits, including annual leave and sick leave, 10 paid holidays per year, Family Friendly Leave, Family Medical Leave and a leave sharing program.

**Flexible Spending Accounts** — The judiciary’s Flexible Spending Accounts Program allows employees to pay for certain health and dependent care expenses with pre-tax dollars.

**Commuter Benefit Program** — The Commuter Benefit Program allows eligible employees to defray commuting costs by providing tax-free commuter benefit for employees who use qualifying public transportation. The program also offers a Parking Reimbursement Account that allows employees to pay for certain parking expenses with pre-tax dollars. This program is dependent on fiscal year funding.

**The United States Bankruptcy Court for the Southern District of Ohio  
is an Equal Opportunity Employer.**