



# United States Bankruptcy Court Southern District of Ohio Vacancy Announcement

**Position: Term Law Clerk to U.S. Bankruptcy Judge Charles M. Caldwell**

**Announcement Number: 2017-7**

**Location: Columbus, Ohio**

**Opening Date: September 5, 2017**

**Closing Date: September 22, 2017**

**This is a one year and one day position, which may be extended up to a maximum of four years.**

## **SALARY RANGE**

Salary ranges from \$62,005 (JSP 11/1) to \$114,886 (JSP 13/10).

**Starting salary commensurate with qualifications and legal work experience.**

## **POSITION OVERVIEW**

Provides legal research and writing assistance to the Judge. Prepares bench memos, draft orders and opinions, communicates with counsel regarding case management and procedural requirements, conducts pretrial conferences, and assists the Judge during courtroom proceedings. Performs other duties as assigned by the Judge.

## **QUALIFICATIONS**

To qualify for the position of Law Clerk, you 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 a LLM degree, or
- Proficiency in legal studies that, in the opinion of the Judge, is the equivalent of one of the above.

It is preferred that applicants have taken bankruptcy in law school, or have experience in the bankruptcy field or comparable practice areas. Applicants must be highly skilled in legal research and writing, and must be able to use Westlaw, WordPerfect or Word, Outlook, PowerPoint, Worldox, or comparable products. Familiarity with electronic case filing and management systems is preferred. Applicants must be able to quickly process and resolve complex issues. Excellent verbal, written and interpersonal skills, maturity, judgment and discretion are required.

One year of post graduate legal experience and bar membership is required to qualify for a JSP 12 and two years of post graduate legal experience and bar membership is required to qualify for a JSP 13.

## **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.

## **EMPLOYEE BENEFITS**

- ◆ Ten (10) paid holidays
- ◆ Optional participation in the Federal Employee's Health Benefits Program, the Federal Employees Vision and Dental Insurance Program and the Federal Employee's Group Life Insurance Program
- ◆ Optional participation in the pre-tax flexible spending accounts program
- ◆ Optional participation in the Judiciary's Long Term Care Insurance program
- ◆ Optional participation in the Court's Public Transportation Subsidy program (dependent on fiscal year funding)

## **ADDITIONAL INFORMATION**

- ◆ Applicant must be a citizen of the United States or be authorized to work in the United States.
- ◆ Employees of the United States Bankruptcy Court are "At Will" employees and can be terminated with or without cause by the Court. Employees must adhere to a Code of Conduct for Judicial Employees.
- ◆ Selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until the background check is completed.
- ◆ The Court will not reimburse candidates for travel in connection with interview or pay for any relocation expenses.
- ◆ Payment of net salary is subject to mandatory electronic fund transfer (direct deposit) to a financial institution.
- ◆ 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 action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.
- ◆ Applicants may be required to complete a brief research and writing project as part of the interview process.

## HOW TO APPLY

Email in PDF format to [OHSB\\_HR@ohsb.uscourts.gov](mailto:OHSB_HR@ohsb.uscourts.gov)

Cover letter

Detailed resume

Salary history

Writing sample

Law school transcript and

Three references

Please include a AO 78 Application for Judicial Branch Federal Employment located on the court's website <http://www.ohsb.uscourts.gov> under the General Information Tab.

Applicants may also submit the aforementioned through the OSCAR application system at: <http://oscar.uscourts.gov>

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**