



United States Bankruptcy Court Southern District of Ohio Vacancy Announcement

Position: Term Law Clerk to Bankruptcy Judge Guy R. Humphrey

Announcement Number: 2018-10
Opening Date: September 21, 2018

Location: Dayton, Ohio
Closing Date: January 31, 2019

Term to Commence: No Later than September 1, 2019

This is a two year position, which may be extended up to a maximum term of four years.

SALARY RANGE

Salary ranges from \$62,672 (JSP 11/1) to \$116,122 (JSP 13/10). Starting salary commensurate with qualifications and legal work experience.

POSITION OVERVIEW

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

QUALIFICATIONS

To qualify for the position of Law Clerk, you must have either graduated from law school; have completed law school and are awaiting conferment of your law degree; or are in your final year of law school, graduating no later than June 2019, 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.

(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.)

JOB REQUIREMENTS

Applicants must:

- have great analytical, research, and writing skills;
- be proficient in reading, analyzing, and interpreting statutes and procedural rules;

- be able to work well both independently and as a member of a team;
- be able to research using Westlaw and Lexis and to use Word or comparable products, including the ability to compose legal memoranda, decisions, and orders using those products;
- be able to quickly analyze and resolve complex legal issues, and
- be able to verbally present and debate legal issues and conclusions in a small group setting.

LEGAL WORK EXPERIENCE

Legal work experience in a private law firm, government agency, court, or other legal setting is preferred. Bankruptcy knowledge through course study or legal experience is preferred, but not required.

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.

HOW TO APPLY

On or before January 31, 2019, submit a cover letter with a detailed resume, writing sample, law school transcript and three references to:

Chambers of the Honorable Guy R. Humphrey
United States Bankruptcy Court
120 West Third Street
Dayton, Ohio 45402

Or you may email the above to Joni_Behnken@ohsb.uscourts.gov. Applicants may also submit the foregoing through the OSCAR registration and application system: <https://oscar.uscourts.gov/>.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER