



## United States Bankruptcy Court Southern District of Ohio Vacancy Announcement

**Position: Temporary Law Clerk to Judge John E. Hoffman, Jr.**

<b>Announcement Number:</b>	2021-02
<b>Type of Appointment:</b>	Full-Time, Temporary
<b>Location:</b>	Columbus, OH*
<b>Posting Open Date:</b>	April 12, 2021
<b>Posting Closing Date:</b>	Open Until Filled
<b>Term End Date:</b>	September 30, 2021 (subject to funding availability)

**\*The appointing judge will consider applicants who wish to work remotely. Thus, residency in, or relocation to, the Southern District of Ohio is not a job requirement.**

### **SALARY RANGE**

Salary ranges from \$66,918 (JSP 11/1) to \$123,991 (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, including proofreading and cite-checking. Performs other duties as assigned by the Judge, including but not limited to:

- Reviewing and processing of proposed orders and other bankruptcy case documents to determine issues involved and compliance with legal and procedural requirements;
- Assisting with chambers administrative duties as assigned;
- Working with chambers and supervisors to resolve case management issues; and
- Communicating with attorneys, trustees and creditors.

### **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 preferably have one or more 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;
  - Experience as a law clerk or extern to a federal, 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.

It is preferred that applicants have taken bankruptcy in law school or have experience in the bankruptcy field or comparable practice areas. Course work in bankruptcy law, secured transactions, and/or business associations is a plus. Applicants must be highly skilled in legal research and writing, and must be able to use Westlaw, LexisNexis, Microsoft Office, Outlook, 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, 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

## HOW TO APPLY

Applicants must submit a complete application packet which includes:

- **Cover Letter**
- **Detailed resume with class rank and honors**
- **Form AO 78 Federal Judicial Branch Application for Employment (located on the court's website at <https://www.ohsb.uscourts.gov/job-vacancies-and-employment-application>)**
- **Additional documents may be required at Judge's discretion.**

Applications will not be considered complete until all the items listed above have been received by Human Resources. Please refer to Announcement #2021-02 in the subject line of your email transmittal. Email your complete application packet to:

OHSB\_HR@ohsb.uscourts.gov

*(Attachment must be saved as **one** PDF file – Multiple attachments WILL NOT be accepted.)*

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**