



United States Bankruptcy Court Southern District of Ohio Vacancy Announcement

Position: Temporary Law Clerk to Chief Bankruptcy Judge Jeffery P. Hopkins

Announcement Number: 2021-09
Opening Date: July 29, 2021

Location: Cincinnati, Ohio
Closing Date: Open until filled
Preference given to applications received by August 27, 2021

This is a full-time temporary position with anticipated employment dates of September 2021 through December 2021.

SALARY RANGE

Salary ranges from \$67,214 (JSP 11/1) to \$124,539 (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, attends court proceedings, 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 an LLM degree; or
- Demonstrated proficiency in legal studies, which in the opinion of the Judge, is the equivalent of one of the above.

It is preferred that applicants have taken a bankruptcy course in law school and have two or more years of bankruptcy or civil litigation experience. Course work in secured transactions and business associations or transactions is a plus. Applicants must be highly skilled in legal research and writing, and must be able to use Westlaw, LexisNexis or Bloomberg Law, Microsoft Office, Outlook, 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, 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

- ◆ Eleven (11) 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**
- **Law school transcript**
- **Writing sample (not to exceed 15 pages)**
- **Three professional references**
- **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>)**

You must reference the vacancy announcement number in your cover letter. Applications will not be considered complete until all of the items listed above have been received by Human Resources. Please 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