



## United States Bankruptcy Court Southern District of Ohio

### Vacancy Announcement

**Position: Term Law Clerk to U.S. Bankruptcy Judge C. Kathryn Preston**

**Announcement Number: 2020-07**  
**Opening Date: October 9, 2020**

**Location: Columbus, OH**  
**Closing Date: November 9, 2020**

**This is a one year and one day position, starting in September 2021, which may be extended to a two year term.**

#### **SALARY RANGE**

Salary ranges from \$66,256 (JSP 11/1) to \$122,766 (JSP 13/10). **Starting salary commensurate with qualifications and legal work experience.**

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 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.

#### **POSITION OVERVIEW**

A term law clerk in Judge Preston's chambers provides legal research and writing assistance to the Judge, prepares bench memos, drafts orders and opinions, communicates with counsel regarding case management and procedural requirements, conducts pretrial conferences, assists the Judge during courtroom proceedings, and participates in committee work of the Court. A law clerk performs other duties as assigned by the Judge.

#### **QUALIFICATIONS**

To qualify for the position of Law Clerk, the applicant 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 one-half 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 a law review or law journal of such a school;
- Experience in the moot court competition of such a school;
- Proficiency in legal studies, work or volunteer activities that, in the opinion of the Judge, is the

equivalent of one of the above.

It is preferred that applicants have taken a bankruptcy class 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 or Lexis, WordPerfect or Word, PowerPoint or comparable products. Applicants must be able to quickly process and resolve complex issues. Excellent verbal, written and interpersonal skills, maturity, judgment, discretion and strong work ethic are 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.
- ◆ Applicants may be required to complete a brief research and writing project as part of the interview process.

## HOW TO APPLY

Applicants must submit a complete application packet which includes:

- **Cover letter**
- **Salary History**
- **Writing sample (not to exceed 15 pages)**
- **Law school transcript**
- **Two 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>)**

The application packet must be received by 5:00PM EST on Monday, November 9, 2020 to be considered. **You must reference the vacancy announcement number in your cover letter.** Applications will not be considered completed until all of the items listed above have been received. 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.)*

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

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**