



**United States Bankruptcy Court  
Southern District of Ohio  
Western Division at Dayton**

**Vacancy Announcement**

**Position: Term Law Clerk (Full-Time) to Bankruptcy Judge Tyson A. Crist**

**Announcement Number: 2025-02**

**Opening Date: June 27, 2025**

**Location: Dayton, Ohio**

**Closing Date: Open until filled**

**Preference given to applications received by  
July 28, 2025**

**Term to Commence: August 2025 or earlier, based upon availability (exact date TBD)**

**SALARY RANGE**

**Salary ranges from \$76,693 (JSP 11/1) to \$142,103 (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. 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**

The term law clerk will provide legal research and writing assistance to the Judge; draft memos, orders, and opinions; review and process submitted orders; communicate with attorneys, trustees, and parties (within chambers guidelines) regarding case management and procedural requirements; assist the Judge during conferences (status and pretrial) and courtroom proceedings; assist with other administrative matters; and perform such other duties as assigned by the Judge.

This position is intended to be a one-year term starting in August 2025 or earlier, based upon availability (exact date to be determined), with the potential to extend for another year upon the mutual agreement of the applicant and the Judge.

**QUALIFICATIONS**

To qualify for this term law clerk position, you must have graduated from a law school of recognized standing (or have completed law school and merely awaiting conferment of your law degree) and have demonstrated one or more of the following attributes, 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 law school;

- Graduation from such a law school with a LLM degree; or
- Proficiency in legal studies or work experience that, in the opinion of the Judge, is the equivalent of one of the above.

The foregoing list is not all-inclusive; the determination of acceptable equivalents rests with the Judge.

In addition, it is preferred that applicants have taken a bankruptcy course in law school or have bankruptcy experience. Course work in secured transactions and business associations or transactions is a plus. Applicants should be proficient in legal research and writing, and current software programs. Excellent verbal and interpersonal skills, as well as a strong work ethic, are necessary.

## **JOB REQUIREMENTS**

Applicants must:

- Be interested in bankruptcy law;
- Have strong 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;
- Be able to verbally present and debate legal issues and conclusions in a small group setting;
- Be able to multitask and meet deadlines; and
- Be able to maintain confidentiality.

## **EMPLOYEE BENEFITS**

As a judiciary employee, you may be eligible for, or able to participate in, the following benefits programs (a non-exhaustive list):

- Eleven (11) paid holidays;
- Optional participation in the Federal Employees Health Benefits Program, the Federal Employees Dental and Vision Program, and the Federal Employees Group Life Insurance Program;
- Optional participation in the pre-tax flexible spending accounts program;
- Optional participation in the federal leave program; and
- Optional participation in the Court's Public Transportation Subsidy program (dependent on fiscal year funding)

## ADDITIONAL INFORMATION

- Applicants must be citizens of the United States or be authorized to work in the United States.
- Employees of the United States Bankruptcy Court for the Southern District of Ohio are “At Will” employees and can be terminated with or without cause by the Court.
- Employees must adhere to the Code of Conduct for Judicial Employees, which is available at: <https://www.uscourts.gov/administration-policies/judiciary-policies/code-conduct-judicial-employees>.
- The selected candidate will be subject to a background check as a condition of employment, and 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 this 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.
- Note: Applicants may be required to complete a brief research and writing project as part of the interview process.

## HOW TO APPLY

On or before July 28, 2025, email the following documents to [Joni\\_Behnken@ohsb.uscourts.gov](mailto:Joni_Behnken@ohsb.uscourts.gov):

- **Cover letter (reference Vacancy No. 2025-02 and include contact information)**
- **Detailed resume with class rank, honors, education, and employment history**
- **Writing samples**
- **Law school transcript**
- **Three references**
- **Form AO 78 Application for Judicial Branch Federal Employment (located on the Court’s website, available at: <https://www.ohsb.uscourts.gov/employment-opportunities>)**

Applications will not be considered complete until all of the items listed above have been received.

Applicants may also submit the foregoing through the OSCAR application system: <https://oscar.uscourts.gov/>.

## THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER