

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF ALABAMA  
SOUTHERN DIVISION  
1800 Fifth Avenue North  
Birmingham, Alabama 35203**

**Position Announcement No. 2016-06**

Position: Term Law Clerk to United States Bankruptcy Judge

Salary: JSP 11-13 (\$59,246 - \$109,781)  
Depending upon qualifications

Location: Birmingham, Alabama  
Northern District of Alabama, Southern Division

Opening Date: August 30, 2016

Closing Date: September 20, 2016

Term Start Date: On or after September 20, 2016

Tenure: Minimum of One (1) Year, Maximum of Two (2) Years, at Judge's Discretion.

**Position Overview:**

The United States Bankruptcy Court for the Northern District of Alabama, Southern Division, is accepting applications for a Term Law Clerk. This is a full-time, 40 hour per week position that may require some travel, including overnight travel. A law clerk to a United States Bankruptcy Judge performs substantive research, writing, and review on matters pending before the Court. There are daily interactions with the judge, his judicial staff, and employees of the bankruptcy clerk's office.

**Representative Duties and Responsibilities Include:**

- Reviewing complaints, petitions, motions, and other pleadings filed with the Court to determine the issues involved and the relief requested;
- Reviewing dockets of pending litigation and monitoring case progress;
- Performing legal research;
- Identifying issues before the Court and making recommendations;
- Providing information to the judge in connection with pending litigation;
- Drafting bench memos for the judge's consideration;
- Preparing orders and opinions, and verifying citations;
- Preparing seminar materials;
- Staying current with changes in the law and briefing the judge;
- Assisting the judge during courtroom proceedings;
- Traveling outside the Birmingham area to attend scheduled trials, hearings, and conferences;
- Assisting with the administrative tasks of chambers; and
- Performing other duties as assigned by the judge.

## **Qualification Requirements:**

For appointment at a JSP Grade 11, an applicant must be a law school graduate at the time of appointment (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;
- Graduation from such a school with an LLM degree;
- Experience on the editorial board of law review or journal; or
- Demonstrated proficiency in legal studies, which in the opinion of the judge, is the equivalent of one of the above.

For appointments to JSP Grades 12 or 13, an applicant must also be a member of the Bar of a Federal, state, or territorial court of general jurisdiction, and must possess the following year(s) of full-time legal work experience after graduation from law school:

- JSP 12 – one year of legal work experience;
- JSP 13 – two years of legal work experience.

## **Benefits:**

Judicial Law Clerks appointed to “term” appointments are subject to Social Security and Medicare withholding, and are eligible for some Federal employment benefits such as:

- Ten paid federal holidays per calendar year;
- Paid annual and sick leave;
- Participation in health, dental, and vision insurance plans;
- Participation in group life insurance and group disability insurance programs;
- Participation in a long-term care program;
- Term law clerks are not eligible to participate in the Federal Employees Retirement System (FERS) or the Thrift Saving Plan (TSP).

## **Applicant Information:**

Interviews will be held in Birmingham, Alabama after the closing date of the position announcement. Neither travel expenses nor relocation expenses will be reimbursed. Only qualified applicants will be considered for this position, and only the best-qualified applicants will be selected for interview. Employment by the court as a law clerk is subject to the receipt of a satisfactory background check of the applicant. An applicant may be hired provisionally, pending successful completion of the necessary background check. The law clerk is an “at will” employee serving at the discretion and instruction of the judge. Accordingly, the law clerk’s employment may be terminated “at will” by either the judge or the employee. Law clerks are required to adhere to the Code of Conduct for Judicial Employees, which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. This position is subject to mandatory electronic funds transfer participation for payment of net pay. Applicants must be U.S. citizens or eligible to work in the United States. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, to fill the position sooner than the closing date indicated, or to fill more than one position, without any prior written notice or other notice.

**Application Procedure:**

To be considered, qualified applicants must submit and the court must receive the following information on or before September 20, 2016 via email to [bhamlresumes@alnb.uscourts.gov](mailto:bhamlresumes@alnb.uscourts.gov):

- A cover letter (include Vacancy Announcement #2016-06);
- A current resume;
- A writing sample;
- Contact information for three professional references.

*The United States Bankruptcy Court for the Northern District of Alabama, Southern Division, is an Equal Opportunity Employer.*