

**United States Bankruptcy Court
Northern District of Alabama
Western Division**

VACANCY ANNOUNCEMENT

No. 2019-02

Position: Term Law Clerk to United States Bankruptcy Judge¹

Salary: JSP 11-13 (\$62,236.00 to \$88,704.00)²
Depending Upon Qualifications

Location: Tuscaloosa, Alabama
Northern District of Alabama, Western Division

Opening Date: September 23, 2019

Closing Date: October 21, 2019

Term Start Date: On or After October 28, 2019

Term End Date: August 16, 2020³

Position Overview:

The United States Bankruptcy Court for the Northern District of Alabama, Western 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, her judicial staff, and employees of the bankruptcy clerk's office.

Representative Duties and Responsibilities Include:

- Reviewing dockets of pending litigation and monitoring case progress;
- Reviewing complaints, petitions, motions, and other pleadings filed with the court to determine the issues involved and the relief requested;
- Performing legal research;

¹ Chambers is limited to two law clerks. Chambers presently employs one career law clerk and one term law clerk. This posting is for a term law clerk position.

² Upon appointment, pay for a chambers law clerk is set at step one of the grade to which appointed, unless the appointee is eligible for application of the highest previous rate rule (which considers the highest rate of base pay previously received in a federal civilian position). \$62,236.00 is the current salary for step one of the JSP 11 Grade. \$88,704.00 is the current salary for step one of the JSP 13 Grade. A judge's staff may include only one JSP 14 Grade law clerk per chambers; the JSP 14 Grade position in the judge's chambers is reserved for the career law clerk.

³ Chambers is separately posting a Vacancy Announcement for a term law clerk position starting August 17, 2020 and ending August 15, 2021. (See Vacancy Announcement No. 2019-03.) An applicant interested in applying for both the 2019-2020 term law clerk position and the 2020-2021 term law clerk position may submit a single application, provided the applicant references both Vacancy Announcements in the subject line of the e-mail submitting the application.

- 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 and reviewing orders and opinions;
- Preparing and reviewing seminar materials;
- Providing cite and substance checking;
- Staying current with changes in the law and briefing the judge and other chambers staff;
- Assisting the judge during courtroom proceedings;
- Traveling outside the Tuscaloosa area to attend scheduled trials, hearings, and conferences;
- Assisting with the administrative tasks of chambers;
- Working with other chambers staff (including the career law clerk, interns, and externs); 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 appointment to a JSP Grade 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 paid Federal holidays, leave coverage at the discretion of the judge, participation in the Federal Employees Health Benefits Program (FEHB), and participation in the Premium Payment Plan (PPP). 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 Tuscaloosa, Alabama. 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 an 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 otherwise 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 October 21, 2019:

- A cover letter (note any bankruptcy/commercial law classes taken or planned and any relevant bankruptcy/commercial law experience);
- A current resume;
- A completed AO 78, Federal Judicial Branch Application for Employment (available at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>);
- A writing sample (not exceeding ten pages in length);
- A law school transcript (an unofficial transcript or grade sheet is acceptable);
- Proof of bar membership, if applicable; and
- Contact information for three professional references.

E-mail applications to tusclcresume@alnb.uscourts.gov. In the subject of the e-mail, reference vacancy announcement 2019-02.

*The United States Bankruptcy Court
For the Northern District of Alabama, Western Division,
Is an Equal Opportunity Employer.*