

**UNITED STATES BANKRUPTCY COURT  
District of Rhode Island**

**CAREER LAW CLERK VACANCY ANNOUNCEMENT - June 25, 2012**

**POSITION TITLE:** Career Law Clerk  
**POSITION TYPE:** Regular, Full-Time  
**LOCATION:** U.S. Bankruptcy Court, Providence, Rhode Island  
**SALARY RANGE:** JSP 11/01 - 14/01 (\$62,758 - \$105,702), based on qualifications and experience  
**OPENING DATE:** June 25, 2012  
**CLOSING DATE:** Open until filled, with preference given to applications submitted by Monday, July 23, 2012. Position is available in the Fall, 2012 (date to be determined)

**POSITION SUMMARY**

The Career Law Clerk provides management, legal, administrative, and clerical support to the United States Bankruptcy Judge Appointee Diane Finkle in a chambers utilizing two law clerks in lieu of a judicial assistant and one law clerk.

**TRADITIONAL LAW CLERK RESPONSIBILITIES:**

Fully responsible for all aspects of assigned bankruptcy cases from inception to conclusion; reviews legal submissions, performs legal research, and drafts legal documents addressing a wide assortment of issues arising in bankruptcy proceedings; performs case management through the Case Management/Electronic Case Filing (CM/ECF) system; provides information and advice to the U.S. Bankruptcy Judge; drafts appropriate recommendations and orders for the Court's review; corresponds with other court officials; keeps abreast of changes in the law to aid the Judge; and performs other duties as assigned.

**ADMINISTRATIVE RESPONSIBILITIES:**

Acts as a chief manager of daily chambers operations. Is in charge of all personnel matters for chambers; oversees training for new law clerks and interns; works closely with personnel within the local Court, the Administrative Office of the United States Courts, and other associated federal agencies, as required; must maintain an attentiveness and understanding of chambers matters and oversee its management; coordinates judge's schedule and travel arrangements; coordinates judge's meetings and appointments; assists courtroom deputy in maintaining electronic court calendar; becomes thoroughly familiar with electronic filing and case management systems; answers and screens telephone calls to judge's chambers; meets and assists the public; processes incoming mail and answers general inquiries; types correspondence and memoranda; proofreads and edits materials for grammar, spelling accuracy and word usage; formats and finalizes decisions of the court for issuance and publication; processes outgoing mail and orders; organizes, maintains and updates filing system; orders office supplies; and performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Requires a Juris Doctorate degree and a minimum of three years of progressively responsible experience in the practice of law. **Excellent writing and legal research skills a must. Law Review editorial experience and standing in the top 10% of a law school graduating class is**

**preferred. Superb managerial and organizational skills and excellent computer, internet research, and WordPerfect/Word skills are essential. Previous federal law clerk experience or private sector federal litigation experience and management experience is highly desired.** The successful candidate must be able to communicate effectively, both orally and in writing; possess good judgement, maturity and tact; be dependable, responsible, and maintain confidentiality; be a proactive self-starter and demonstrate initiative in problem solving; be able to work quickly and harmoniously with others in a team-based environment; and, present a poised, professional appearance and demeanor at all times. **This position requires superb organizational, people and time management skills with the ability to juggle many changing priorities and demands at the same time.**

**ADDITIONAL INFORMATION:**

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States Bankruptcy Court are “At Will” employees and are required to adhere to a Code of Conduct for Judicial Employees.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.

**SALARY:** The salary offered is based on Judiciary policy and subject to Judicial Officer approval.

<b>Eligible for Appointment at JSP Grade Level:</b>	<b>Years of Legal Work Experience Required after Law School Graduation:</b>	<b>Bar Membership Required</b>
JSP Grade 11, Step 1 (\$62,758)	0	No
JSP Grade 12, Step 1 (\$75,222)	1 Full-Time Year	Yes
JSP Grade 13, Step 1 (\$89,449)	2 Full-Time Years	Yes
JSP Grade 14*, Step 1 (\$105,702)	3 Full-Time Years	Yes

\* Appointment at or promotion to JSP Grade 14, requires two years of federal chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk experience.

**LEGAL WORK EXPERIENCE:**

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 in military service 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. Educational substitutions for legal work experience may also apply.

**BACKGROUND CHECK:**

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a criminal history background check and a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

**HOW TO APPLY:**

Applicants must submit a cover letter, resume, references and a recent writing sample (not to exceed 10 pages) by July 23, 2012. **(Incomplete application packets will not be considered.)**

Mail, email\*, or hand-deliver **your application materials** to:

U.S. Bankruptcy Court  
Attn: Human Resources,  
380 Westminster Street, 6<sup>th</sup> Floor  
Providence, RI 02903  
[kristen\\_batty@rib.uscourts.gov](mailto:kristen_batty@rib.uscourts.gov)

All documents should be in Adobe PDF format.\*

Only applicants who are selected for interviews will be contacted by the Court. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

**THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER**