



**United States Bankruptcy Court
Southern District of Ohio
Vacancy Announcement**

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

Announcement Number: 2012-2

Location: Columbus, Ohio

Opening Date: September 17, 2012

Closing Date: October 31, 2012

Term To Commence: September, 2013

This is a one year and one day position, which may be extended up to a maximum term of four years. Interviews will be conducted in January/February, 2013.

SALARY RANGE

Salary ranges from \$58,916 (JSP 11/1) to \$109,164 (JSP 13/10). **Starting salary commensurate with qualifications and legal work experience.**

POSITION OVERVIEW

Provides legal research and writing assistance to the Judge; prepares bench memos, draft orders and opinions; responsible for all aspects of assigned bankruptcy cases, including adversary proceedings, from inception to conclusion; reviews legal submissions for procedural and substantive compliance with the Code, Bankruptcy Rules, and Local Bankruptcy Rules; communicates with counsel regarding case management and procedural matters; corresponds and communicates regularly with other court officials such as Clerk's Office personnel; assists in preparation for hearings and assists the Judge during courtroom proceedings; performs other duties as assigned by the Judge.

QUALIFICATIONS

To qualify for the position of Law Clerk, you 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 on the approved list of either the American Bar Association or the Association of American Law Schools of recognized standing, and have one or more of the following attributes:

- Standing within the upper one-half of the law school class;
- Experience on a law review or with moot court of such a school;
- Externship with a practicing lawyer, with a bankruptcy court or a court of general jurisdiction;
- Employment in the legal profession; or
- Demonstrated proficiency in legal studies, which in the opinion of the Judge, is the equivalent of one of the above.

It is preferred that applicants have taken bankruptcy in law school, or have experience in the bankruptcy field or comparable practice areas. Applicants must be highly skilled in legal research and writing skills, and must be able to use LEXIS, Westlaw, Word, and PowerPoint or comparable products. Familiarity with electronic case filing and management systems is preferred. Applicants must be able to quickly process and resolve complex issues. Excellent verbal, written and interpersonal skills, maturity, judgment and discretion are required.

QUALIFICATIONS (CONTINUED)

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 WORK EXPERIENCE

Legal work experience is progressively responsible experience in the practice of law, in legal research, 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.

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

Submit a cover letter with a detailed resume, writing sample and law school transcript to:

Beverly Daniel
Human Resources Specialist
United States Bankruptcy Court
120 West Third Street
Dayton, Ohio 45402

Or you may fax the above to (937) 225-2954.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER