

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF KENTUCKY**

VACANCY ANNOUNCEMENT 13-01

Position: **JUDICIAL LAW CLERK (CAREER)**

Opening Date: **October 8, 2012**

Closing Date: **November 2, 2012**

Salary Range: **\$81,823 - \$125,695 (JSP 13/01 - JSP 14/10)**

Location: **Lexington, KY**

POSITION SUMMARY:

The United States Bankruptcy Court for the Eastern District of Kentucky, is accepting resumes and applications for the position of Judicial Law Clerk. This position will be available January 2, 2013. Duties include researching a variety of legal issues, drafting memoranda and opinions, reviewing orders, and handling day-to-day law clerk assignments.

MINIMUM QUALIFICATION REQUIREMENTS:

To qualify for the position of law clerk on the personal staff of a federal judge, a person 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 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;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies, which in the opinion of the judge, is the equivalent of one of the above.

Some examples of criteria that are considered acceptable as equivalent include:

- Publication of a noteworthy article in a law school student publication or other scholarly publication;
- Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
- Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
- Participation in the legal aid or other law school clinical program sanctioned by the law school*; or

- Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school (i.e., working one's way through college)*.
- Experience as a practitioner in legal briefing and oral argument.

*In order to receive credit, participation and experience could not have been for academic credit.

PREFERRED QUALIFICATIONS

Exceptional research and writing skills.

Firm command of the United States Code and the Federal Rules of Civil Procedure and Federal Rules of Bankruptcy Procedure.

Firm command of citation form.

Minimum of 7 years Bankruptcy experience.

Ability to interact with members of the Bar.

REPRESENTATIVE DUTIES:

Review complaints, petitions, motions, and other pleadings that come before the Court to determine the issues involved and the basis for relief;

Review dockets of pending litigation and monitor progress;

Screen motion and draft orders for judge's review;

Perform legal research;

Identify issues before the Court and make recommendations;

Provide information to the judge in connection with pending litigation;

Draft bench memos for the judge's consideration;

Proofread orders and opinions, verify citations;

Maintain liaison between the Court and litigants;

Communicate with counsel, court officials, and litigants regarding procedural requirements;

Keep abreast of changes in the law and brief the judge;

Assist the judge during courtroom proceedings;

Travel to attend conferences, hearings, and trials that are scheduled out of the Lexington area (required);

Share in the administrative tasks of chambers; and

Perform other duties as assigned.

SALARY AND BENEFITS:

The actual pay level will be established on the basis of the successful applicant's qualifications and experience in accordance with the Judicial Salary Plan of the U.S. Courts. Two years of federal law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk experience required in order to be appointed at or promoted to JSP-14. The position does not carry the tenure rights of positions in the competitive Civil Service. Other federal government benefits (e.g., holidays, life and health insurance, long-term care insurance, flexible spending accounts and retirement benefits) are applicable. The position also is subject to mandatory Electronic Funds Transfer participation of net pay.

CONDITIONS OF EMPLOYMENT:

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

The successful candidate for the position is subject to a background clearance which includes fingerprinting.

All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time.

MISCELLANEOUS:

The United States Bankruptcy Court Eastern District of Kentucky is an Equal Opportunity Employer and has adopted an EEO/Employment Dispute Resolution Plan.

APPLICATION PROCEDURE:

An Application for Judicial Branch Employment (From AO-78) is available on our website at www.kyeb.uscourts.gov. In a cover letter accompanying a detailed resume and an AO-78 Application for Judicial Branch Employment, please specify how you satisfy the qualifications listed above. Any resume submitted without the required cover letter addressing those qualifications will not be considered. Applications should be directed by mail: USBC/13-01, P.O. Box 1111, Lexington, KY 40588-1111.