



## UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF MISSISSIPPI

**Vacancy Announcement #2013-01**  
**(Two positions available on January 16, 2013)**

Position: Term Law Clerk to U.S. Bankruptcy Judge

Salary: JSP 11-14 (\$57,408 - \$125,695)  
(Salary based on experience, education, and bar admission.)

Location: Aberdeen, Mississippi

Opening Date: November 13, 2012

Closing Date: December 10, 2012

Tenure: Term not to exceed two (2) years. (However, one of these positions may be converted to a Career Law Clerk position at the end of the original two year term.)

### **Position Overview:**

The United States Bankruptcy Court, Northern District of Mississippi, is accepting resumes and applications for the position of a Term Law Clerk. This is a full-time, 40 hour per week position that requires some travel (including overnight). A law clerk to a United States Bankruptcy Judge performs substantive review, research, and writing on matters pending before the Court. There is daily interaction with the judge, other chamber's staff, and Clerk's Office employees.

### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:**

- Reviews complaints, petitions, motions, and other pleadings that come before the Court to determine the issues involved and the basis for relief;
- Reviews dockets of pending litigation and monitors progress;
- Performs legal research;
- Identifies issues before the Court and makes recommendations;
- Provides information to the judge in connection with pending litigation;
- Drafts bench memos for the judge's consideration;
- Proofreads orders and opinions, verifying citations;
- Preparation of seminar papers;
- Maintains liaison between the Court and litigants;
- Communicates with counsel, court officials, and litigants regarding procedural requirements;
- Keeps abreast of changes in the law and briefs the judge;
- Assists the judge during courtroom proceedings;
- Travels to attend conferences, hearings, and trials that are scheduled out of the area;
- Shares in the administrative tasks of chambers; and
- Perform other duties as assigned.

## **QUALIFICATION REQUIREMENTS:**

To qualify for this position, 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 law review or journal;
- 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.

## **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.

## **APPLICANT INFORMATION:**

Interviews will be held in Aberdeen, Mississippi and travel expenses cannot be reimbursed. Only the most qualified applicants will be considered for this position. As a condition of employment, background checks or investigations are mandatory for all new employees who are appointed to positions in the federal courts. Individual may be hired provisionally, pending successful completion of the necessary records checks. All court employees are "at will" employees, and therefore, may be removed from this position at any time. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. 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 indicates, or to fill more than one position, without any prior written or other notice.

## **APPLICATION PROCEDURE:**

Qualified applicants must submit each of the following to be considered for an interview: A detailed cover letter, current resume, writing sample, a completed application for judicial branch employment - form AO78 (available at the court's web site; <http://www.msnb.uscourts.gov>), and contact information for three professional references to:

CONFIDENTIAL  
DAVID J. PUDDISTER, CLERK OF COURT  
U.S. BANKRUPTCY COURT, NORTHERN DISTRICT OF MISSISSIPPI  
THAD COCHRAN U.S. COURTHOUSE  
703 HWY. 145 NORTH  
ABERDEEN, MS 39370

The Court is an Equal Opportunity Employer