

**United States Bankruptcy Court
Southern District of Mississippi**

Notice of Vacancy – Term Law Clerk
Announcement No. 16-01
May 5, 2016

Position Title: Law Clerk to U.S. Bankruptcy Judge
(Full-time, Term position)

Position Type: Full-time, 40 hours per week

Location: Jackson, Mississippi

Tenure: Term not to exceed two (2) years

Salary: \$59,246 - \$109,781 (Depending upon qualifications)

Travel Requirements: Some travel required, including some overnight travel

Position Available: August 2017

Application Deadline: July 1, 2016^{1*} Open Until Filled

Position Description:

The U.S. Bankruptcy Court, Southern District of Mississippi is recruiting a Term Law Clerk. A Law Clerk to a U.S. Bankruptcy Judge performs substantive review, legal research, and writing on matters pending before the Court.

Representative Duties:

- Reviews motions, applications, petitions, complaints and other pleadings filed with the Court to determine the issues involved and the basis for relief;
- Reviews dockets of pending litigation and monitors progress;
- Screens motions and drafts orders for judge's review;
- 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 and edits orders and opinions, verifying citations;
- Communicates with counsel, court officials, and litigants regarding procedural requirements;

¹ During the selection process, offers may be extended to selected candidates prior to the application deadline.

- Keeps abreast of changes in the law and briefs the judge;
- Assists the judge during courtroom proceedings;
- Travels to attend conferences, hearings, and trials scheduled out of the Jackson area (required);
- Shares in administrative tasks of chambers; and
- Performs other duties as assigned.

Minimum Qualification Requirements:

- Graduate of a law school recognized by the American Bar Association or the Association of American Law Schools; and
- One or more of the following attributes:
 - Standing within the upper third of the law school class;
 - Experience on the editorial board of a law review; or
 - Demonstrated proficiency in legal studies, which in the opinion of the Court, is equivalent to one of the above.
- Only qualified applicants will be considered for this position.

Preferred Qualifications:

- Strong academic record and excellent writing and legal research skills.
- Exceptional managerial, organizational, computer, and computer-assisted legal research skills.
- Ability to meet deadlines and be punctual for meetings and hearings.
- Member in good standing with a state bar or pending application to become member in good standing with a state bar.
- Ability to maintain confidentiality; possess good judgment, maturity, and dependable and responsible; self-starter and demonstrates initiative in problem solving.
- Ability to work efficiently and effectively with others in a team-based environment.
- Ability to communicate effectively, both orally and in writing, and to present a poised professional appearance and demeanor at all times.
- Strong people and time management skills with ability to meet and manage many changing priorities and demands in a distracting environment.
- Previous experience as a federal law clerk or bankruptcy attorney, and/or familiarity with bankruptcy law through course work.

Background Check:

This is a sensitive position within the Federal Judiciary. The selected candidate will be subject to a background investigation (including credit and fingerprint checks through the FBI Criminal Justice Information Services Division database) as a condition of employment.

Selection Process:

Only the most qualified applicants will be invited for personal interviews. Offers may be extended, and the position may be filled, prior to the application deadline. Final selection will be based on the results of interviews and subsequent background investigations. The Court does not reimburse interview costs and/or relocation expenses.

Benefits:

The U.S. Bankruptcy Court is part of the Judicial Branch of the United States Government. Employees of the U.S. Bankruptcy Court serve under Excepted Appointment and are considered “at-will” employees. Employment benefits include:

- Participation in the Federal Health Insurance, Federal Employees Life Insurance, Federal Employees Group Long Term Disability, and a Flexible Spending Plan;
- Choice of health plans; optional dental and vision health plans;
- Ten paid holidays per year;
- Free parking; and
- Mandatory Electronic Funds Transfer (EFT) for net pay.

Application Package Requirements:

Failure to comply with all application requirements may result in elimination of an application from consideration.

All application packages must include:

- Application for Judicial Branch Federal Employment (Form AO 78);**
- Detailed resume with exact dates of employment and salary history;
- Copy of law school transcript and bar membership, if applicable;
- Two or more references; and
- Two recent legal writing samples.

Submission of Application Package – Two Options:

1. Submit application package including Application for Judicial Branch Federal Employment (Form AO 78) in Portable Document Format (PDF), via email to:

2017_lawclerk@mssb.uscourts.gov

OR

** The Application for Judicial Branch Federal Employment (Form AO 78) may be downloaded from www.mssb.uscourts.gov.

2. Submit resume, law school transcript, references and two legal writing samples through Online System for Clerkship Applications and Review (OSCAR), AND submit Application for Judicial Branch Federal Employment (Form AO 78) as a PDF, via email, to:

2017_lawclerk@mssb.uscourts.gov

Important:

- Applicants must submit a complete application package to be eligible for consideration.
- Please review and edit all electronic documents before submission.
- Please do not email, mail, or ship documents to the judge's chambers.
- Please direct questions to Lisa Garrison, Human Resources Specialist, at lisa_garrison@mssb.uscourts.gov or 601-608-4609.

The United States Bankruptcy Court is an Equal Opportunity Employer.