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| Position Title: | 2027 Term Law Clerk to U.S. Bankruptcy Judge – Gulfport, MS |
| Position Type: | Full-time, 40 hours per week |
| Tenure: | One year term (with potential extension) |
| Location: | Gulfport, Mississippi |
| Salary: | \$74,678 - \$138,370 (depending on qualifications) |
| Travel Requirements: | Some travel required, including some overnight travel |
| Position Available: | August 1, 2027 (start date negotiable) |
| Application Deadline: | Open Until Filled |

Position Description

The United States Bankruptcy Court, Southern District of Mississippi is recruiting a Term Law Clerk. A Term Law Clerk to a U.S. Bankruptcy Judge performs substantive review, legal research, and writing on matters pending before the Court. All court employees serve under Excepted Appointment (“at-will”).

Application Requirements

Failure to comply with all requirements may result in disqualification of application.

All application packages must include:

- 1) Application for Judicial Branch Federal Employment (Form AO 78);****
(Please ensure the form is saved properly and not blank when submitted.)
- 2) Detailed resume with exact dates of employment and salary history;**
- 3) Copy of law school transcript and bar membership, if applicable;**
- 4) Two or more references; and**
- 5) Two recent legal writing samples.**

**Application for Judicial Branch Federal Employment (Form AO78) may be downloaded from www.mssb.uscourts.gov.

Submission of Application Package – Two Options

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

26-01_lawclerk@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:

26-01_lawclerk@mssb.uscourts.gov

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 background 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 hearings.
- Member in good standing with a state bar or intent (applicable to current law students) to become a member in good standing with a state bar.
- Ability to maintain confidentiality; possess good judgment, maturity, and be 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 present a poised, professional appearance and demeanor at all times.
- Excellent people skills and time-management skills with the ability to effectively 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.

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 check. The Court does not reimburse interview costs and/or relocation expenses.

Background Check

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

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;
- 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 town (required);
- Shares in administrative tasks of chambers; and
- Performs other duties as assigned.

Benefits:

The U.S. Bankruptcy Court is part of the Judicial Branch of the United States Government. Employment benefits include:

- Federal Employees Health Insurance
- Federal Employees Life Insurance, Federal Employees Long Term Care, Flexible Spending Plan, optional dental and vision health plans (Benefits only available if appointment is for more than one year.)
- Eleven paid holidays per year;
- Free parking; and
- Mandatory Electronic Funds Transfer (EFT) for net pay.

Application Checklist

- A complete application package must be submitted to be eligible for consideration.
- Review all electronic documents before submission.
- Do not email, mail, or ship documents to the judge's chambers.
- Questions – Lisa Garrison, Human Resources Specialist, at lisa_garrison@mssb.uscourts.gov and 601-608-4609 or Danny Miller at danny_miller@mssb.uscourts.gov and 601-608-4612.

The United States Bankruptcy Court is an Equal Opportunity Employer