

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MINNESOTA

Notice of Position Vacancy

Announcement Number: #2018-12  
Position Title: Term Law Clerk to U.S. Bankruptcy Judge Katherine A. Constantine (full-time)  
Term: Two years with the possibility of renewal or appointment to a career law clerk position  
Position Available: September 3, 2019  
Closing Date: November 2, 2018, or until filled  
Location: St. Paul, Minnesota  
Salary: \$65,463 - \$121,294 (based on qualifications)  
Tenure: Term not to exceed four (4) years (as a term clerk; the limitation does not apply to appointment as a career law clerk).

This is a full-time, 40 hour per week position. Preference will be given to applications received on or before September 28, 2018.

POSITION DEFINITION

The United States Bankruptcy Court for the District of Minnesota is recruiting a Term Law Clerk to Judge Katherine A. Constantine. A Law Clerk to a United States Bankruptcy Judge performs substantive review, research, and writing on matters pending before the Court.

REPRESENTATIVE DUTIES 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;

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 orders and opinions, verifying citations;

Keeps abreast of changes in the law and briefs the judge;

Assists the judge during courtroom proceedings;

Shares in the administrative tasks of chambers; and

Performs other duties as assigned.

#### Minimum Qualification Requirements:

- Graduate of a law school of recognized standing by the American Bar Association or the Association of American Law Schools; and,
- One or more of the following attributes:
  - Standing within the upper twenty percent 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.

#### PREFERRED QUALIFICATIONS:

- A strong academic background
- Excellent legal research skills and ability to communicate effectively orally and in writing
- Exceptional organizational, computer, computer-assisted legal research, and word processing skills
- Ability to maintain confidentiality, uphold the Court's ethical rules and exhibit good judgment, maturity, dependability and responsibility
- Ability to work effectively and harmoniously with others in a team-based environment
- Ability to manage and prioritize time and tasks and meet all deadlines
- Previous experience as a federal law clerk or bankruptcy attorney is highly desirable

#### BACKGROUND CHECK

This is a sensitive position within the Judiciary. The selected candidate will be required to undergo an FBI fingerprint check through the FBI Criminal Justice Information Services Division. Appointment to this position is provisional, and retention depends upon a favorable suitability determination based on the results of the fingerprint check.

#### BENEFITS

The United States Bankruptcy Court is a part of the Judicial Branch of the United States Government. Employees of the United States Bankruptcy Court serve under "Excepted Appointment" and are considered "At-Will" employees. Benefits include:

- Thirteen (13) days of paid vacation and sick leave per year;
- Optional participation in choice of health plans, dental and vision insurance programs, group life insurance program, long term care insurance, and optional participation in a pre-tax flexible spending account plan for commuter reimbursement, and dependent care and medical expenses not covered by health insurance;
- 10 paid holidays per year.

**THIS POSITION IS SUBJECT TO MANDATORY EFT (ELECTRONIC FUNDS TRANSFER) PARTICIPATION FOR PAYMENT OF NET PAY.**

#### SELECTION PROCESS

Applicant must be a U.S. citizen or eligible to work in the United States. Please note citizenship requirements:

<http://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>

Only the most qualified applicants will be invited for personal interviews. Only those selected to interview will be contacted. Interview and relocation expenses will not be reimbursed.

## HOW TO APPLY

1. Applicants should email a cover letter, detailed resume with exact dates of employment, law school transcript, and one recent writing sample **in a single .pdf document** to:

mnb\_applications@mnb.uscourts.gov

Please refer to "ANNOUNCEMENT #2018-12" in your application email.

2. Three letters of recommendation are also required and each should be emailed directly from the recommender to:

mnb\_applications@mnb.uscourts.gov

Please request that your recommender include "ANNOUNCEMENT #2018-12" in the subject line of the recommendation email.

Applicants selected for an interview may be asked to provide a completed Application for Judicial Branch Federal Employment (Form AO 78), a list of references.

Only qualified applicants will be considered for this position. No telephone calls please. Interview dates will be determined on an individual basis.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.