

UNITED STATES BANKRUPTCY COURT
DISTRICT OF MINNESOTA

Notice of Position Vacancy

Announcement Number: #13-02
Position Title: Law Clerk to U.S. Bankruptcy Judge (Full-time, Term position)
Position Available: July 1, 2013
Closing Date: August 1, 2013 or until filled
Location: St. Paul, Minnesota
Salary: \$60,827 - \$102,449 (based on qualifications)
Tenure: Term not to exceed two (2) years.

This is a full-time, 40 hour per week position.

POSITION DEFINITION

The United States Bankruptcy Court for the District of Minnesota is recruiting a Term Law Clerk. 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;

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;

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,
- The following attributes:
 - Standing within the upper third of the law school class; and
 - 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, both 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

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:

- Choice of health plans, dental and vision health plans;
- 10 paid holidays per year; and
- Optional participation in the Federal Health Insurance, Federal Employees Life Insurance, Federal Employees Group Long Term Disability, Flexible Spending Plan and Commuter Reimbursement Plan.

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. 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

Applicants should submit a detailed resume and a copy of their law school transcript to:

Personnel Specialist
United States Bankruptcy Court
301 U.S. Courthouse
300 South 4th Street
Minneapolis, MN 55415

or email their resume and transcript **in a single .pdf document** to hr-usbc@mn.uscourts.gov.
PLEASE REFER TO ANNOUNCEMENT #13-02 IN YOUR COVER LETTER OR EMAIL TRANSMITTAL.

Applicants to be interviewed may be asked to provide a completed Application for Judicial Branch Federal Employment (Form AO 78), a list of references and a recent writing sample.

Only qualified applicants will be considered for this position. No telephone calls please.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.