

UNITED STATES BANKRUPTCY COURT
DISTRICT OF MINNESOTA

Notice of Position Vacancy

Announcement Number: 2015-02
Position Title: Law Clerk to U.S. Bankruptcy Judge Kathleen H. Sanberg
(Full-time, Term position not to exceed 4 years)
Closing Date: May 1, 2015 or until filled
Position Available: August 2015
Location: Minneapolis, Minnesota
Salary: \$62,050 - \$135,861 (depending on prior federal civil service
or judiciary experience)

This is a full-time, 40 hour per week position that may involve some travel (including overnight). **The ideal candidate will have practiced bankruptcy law or have taken a course in bankruptcy.**

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;

Travels to attend conferences, hearings, and trials scheduled outside Minneapolis;

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 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.

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
- 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 subject to a fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment.

BENEFITS:

The United States Bankruptcy Court offers a generous benefits package to temporary and permanent employees which may include:

- Thirteen (13) days of paid vacation per year.
- Optional participation in the federal health, dental and vision insurance programs of your choice.

- Optional participation in a group life insurance program.
- Optional participation in a group long-term care insurance program.
- Optional participation in a pre-tax flexible spending account plan for commuter reimbursement, dependent care expenses and medical/dental expenses not covered by health insurance.

INFORMATION FOR APPLICANTS:

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. Employees are required to adhere to a Code of Ethics and Conduct. This position is subject to mandatory electronic funds transfer participation for payment of net pay (i.e., Direct Deposit).

SELECTION PROCESS:

Applicant must be 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:

Submit (1) a detailed resume with exact dates of employment, (2) a law school transcript, and (3) a list of references to:

Personnel Specialist
2015-02
United States Bankruptcy Court
301 U.S. Courthouse
300 South 4th Street
Minneapolis, MN 55415

or

hr-usbc@mn.uscourts.gov (All documents should be combined and emailed as one PDF attachment)

Applicants selected for an interview will be required to provide a completed *Application for Judicial Branch Federal Employment*, Form AO 78, and two (2) recent legal writing samples.

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

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.