



**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF TENNESSEE**

Vacancy Announcement

POSITION TITLE: Term Law Clerk
(One-year term with option to renew)

ANNOUNCEMENT NO.: 2015-1NWW

APPLICATION PERIOD: 6/3/2015 - 6/26/2015

LOCATION: Chattanooga, TN

SALARY ranges from \$58,562 (JSP11/1) to \$128,223 (JSP 14/10). Starting salary commensurate with qualifications and legal work experience.

Term to Commence: No later than July 27, 2015; multiple positions maybe filled under this announcement.

Position Overview

Provides legal research and writing assistance to the Judge. Prepares bench memos, draft orders and opinions, communicates with counsel regarding case management and procedural requirements, conducts pretrial conferences, and assists the Judge during courtroom proceedings. Performs other duties as assigned by the Judge.

Qualification Standards

To qualify for the position of Law Clerk, you must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have one or more of the following attributes:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with a LLM degree, or
- Demonstrated proficiency in legal studies, which in the opinion of the Judge, is the equivalent of one of the above.
-

It is preferred that Applicants have taken bankruptcy in law school, or have experience in the bankruptcy field or comparable practice areas. Applicants must be highly skilled in legal research and writing, and must be able to use Westlaw, WordPerfect or Word, Outlook, PowerPoint, Worldox, or comparable products. Familiarity with electronic case filing and management systems is preferred. Applicants must be able to quickly process and resolve complex issues. Excellent verbal, written and interpersonal skills, maturity, judgment and discretion are required

One year of post graduate legal experience and bar membership is required to qualify for a JSP 12, two years of post graduate legal experience and bar membership is required to qualify for a JSP 13 and three years of post graduate legal experience (which must include two years of federal chambers law clerk, staff attorney,

pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk experience) and bar membership is required to qualify for a JSP 14.

Legal work Experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while on military duty may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

Benefits

- Ten paid holidays a year
- Optional participation in subsidized Federal Employee Health Benefit Plans with pretax deductions
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in a flexible spending pretax program for Dependent Care and Medical Care

Information for Applicants

Applicants must be a citizen of the United States or be authorized to work in the United States. Employees of the United States Bankruptcy Court are Excepted Appointments, serve at the pleasure of the Court, and considered "at will" employees. Judiciary employees are not subject to the employment regulations of competitive service; therefore, Veterans' Preference does not apply. All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check. Retention depends on a favorable suitability determination after a background investigation. Payment of net salary is subject to mandatory electronic fund transfer (direct deposit) to a financial institution. Court funds are not available for mileage reimbursement associated with this interview or relocation expenses. The Court reserves the right to modify the conditions of this announcement or to withdraw the job announcement, or fill the position sooner than the closing date, any of which may occur without prior written notice. The Court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.

How to Apply

Interested qualified applicants are asked to submit: (1) a cover letter, including announcement number, which communicates the qualifications, skills and experience necessary to perform the job; (2) a resume, including a minimum of three professional references with contact information; and (3) a completed [Application for Judicial Branch Federal Employment \(AO 78\)](#) which can be found under *Employment* on the Court's website www.tneb.uscourts.gov. (Complete dates are required for work experience information)

Application documents may be submitted electronically or in hard copy. All documents submitted electronically must be in PDF format and sent to hr-usbc@tneb.uscourts.gov. Hard copy application documents should be sent to the following address marked confidential:

Human Resource Department
United States Bankruptcy Court
31 East 11th Street
Chattanooga, Tennessee 37402-2722