



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

Vacancy Announcement

POSITION TITLE: Career Law Clerk
Permanent position

ANNOUNCEMENT No.: 2022-1Chambers

APPLICATION PERIOD: 12/1/2021 – 12/31/2021

LOCATION: Greeneville, Tennessee

SALARY ranges from \$77,488 (JSP 12/1) to \$141,548 (JSP 14/10). Starting salary commensurate with qualifications and legal work experience.

Position is available starting approximately January 31, 2022, subject to the Judicial appointment.

Position Overview

The United States Bankruptcy Court for the Eastern District of Tennessee invites applications for the position of Career Law Clerk for United States Bankruptcy Judge-select for the Northeastern Division. This position is available starting approximately January 31, 2022, and is a permanent law clerk position rather than a term or temporary law clerk position.

Law clerk duties will include reviewing pleadings, briefs, and other case filings; researching and analyzing novel and complex legal issues related to federal bankruptcy law, state law, and procedure; writing bench memoranda and other written materials in preparation for motions hearings and trial proceedings; providing information and guidance to the Judge on individual cases; assisting the Judge during courtroom proceedings; drafting orders and opinions in a wide variety of bankruptcy related cases; monitoring significant changes in the Bankruptcy Code and related statutes and rules as well as Supreme Court and Sixth Circuit precedent; reviewing and editing orders and memorandum opinions drafted by the Judge or term clerks as directed.

Administrative duties will include serving as principal administrative manager of chambers; regularly reviewing the active case docket and drafting standard orders as necessary; communicating with counsel and Court staff regarding case management and procedural requirements; training and assisting term law clerks and interns; managing the Judge's schedule and calendar; maintaining forms; and performing other miscellaneous administrative duties as assigned by the Judge and as necessary for the efficient operation of chambers.

Qualification Standards

To qualify for the position of Career Law Clerk, you must be a graduate of an ABA accredited law school with an

excellent law school record and have one or more of the following attributes:

- Standing within the top 20% of your law school class;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree, or
- Demonstrated proficiency in legal studies, which in the opinion of the Judge, is the equivalent of one of the above.

Prior clerkship experience is strongly preferred. It is preferred but not required that Applicants have a demonstrated interest in bankruptcy or have experience in the bankruptcy field or comparable practice areas. Applicants must be highly skilled in legal research and writing, and must be proficient using Westlaw, Word, Outlook, PowerPoint, or comparable products. Familiarity with electronic case filing and management systems is preferred. Applicants must be able to quickly process and resolve complex issues and demonstrate strong analytical ability. Applicants must possess excellent verbal, written, and interpersonal skills. Maturity, judgment, candor, and discretion are required. Applicants must be highly organized and able to work efficiently both independently and with other professionals. The court has a heavy caseload, and attention to detail is required.

One year of post-graduate legal experience and bar membership is required to qualify for JSP 12, and two years of post-graduate legal experience and bar membership is required to qualify for JSP 13. To qualify for JSP 14, an applicant must have three years of legal work experience after obtaining a juris doctor degree, and two of the three years must be law clerk experience in the federal judiciary. Legal work experience is progressively responsible experience in the practice of law, 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

The selected applicant is eligible for a choice of health, dental, and vision insurance coverage from a variety of plans. Participation in Federal Health Insurance, Life Insurance, Group Long Term Disability, Flexible Spending Plan, and Commuter Reimbursement Plan is optional. The selected applicant will be paid eleven (11) holidays per year. The selected applicant is automatically enrolled in the Federal Employees Retirement System (FERS-FRAE) and optional participation in the Thrift Savings Plan. All leave is at the Judge's discretion. [Click to view detailed information.](#)

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 are 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. The successful candidate will be required to complete an Application for Judicial Branch Federal Employment (AO 78). Retention depends on a favorable suitability determination after a background investigation. Payment of net salary is subject to mandatory electronic funds 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 an 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 four professional references with contact information; (3) an unofficial law school grades transcript; and (4) a writing sample reflecting the applicant's original, self-edited work.

Application documents must be submitted electronically in a single PDF sent to hr-usbc@tneb.uscourts.gov.

*****AN EQUAL OPPORTUNITY EMPLOYER*****