



## UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF TENNESSEE

### Vacancy Announcement

POSITION TITLE: Term Law Clerk  
(One-year term with option to renew but not to exceed four years)

ANNOUNCEMENT NO.: 2020-1SDR

APPLICATION PERIOD: 5/8/2020 - 6/5/2020

LOCATION: Chattanooga, TN

SALARY ranges from \$64,009 (JSP11/1) to \$118,603 (JSP 13/10). Starting salary commensurate with qualifications and legal work experience.

Term to Commence: September 14, 2020, with some flexibility for later start date.

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#### Position Overview

Provides legal research and writing assistance to the Judge. Prepares bench notes, drafts 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, including some administrative duties.

#### 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 an 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 a bankruptcy class in law school, or have experience in the bankruptcy field, or comparable practice areas. Prior bankruptcy clerkship experience is preferred. Applicants must be highly skilled in legal research and writing, and must be able to use 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. Excellent verbal, written, and interpersonal skills, maturity, judgment, 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 a JSP 12, and two years of post-graduate legal experience and bar membership is required to qualify for a JSP 13.

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

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 ten (10) holidays per year. This position is not covered by the Leave Act. All leave is at the Judge's discretion.

## 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. 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 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) an unofficial law school grades transcript. Application documents may be submitted electronically or in hard copy. All documents submitted electronically must be included in a single PDF and sent to [hr-usbc@tnb.uscourts.gov](mailto:hr-usbc@tnb.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

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