

United States Bankruptcy Court for the Northern District of Ohio

VACANCY ANNOUNCEMENT

Position: Term Law Clerk to U.S. Bankruptcy Judge John P. Gustafson, sitting in Toledo, Ohio.

All applications submitted by September 29, 2017, will be considered timely. The position will remain open until filled.

The position being offered is for a Term Law Clerk. The initial term will be for one year, starting on November 24, 2017. Additional extension(s) of the term of employment are possible, but the term of employment will not exceed four years.

SALARY RANGE

Salary ranges from \$62,643 (JSP 11/1) to \$116,068 (JSP 13/10). Starting salary commensurate with qualifications and legal work experience.

POSITION OVERVIEW

A term law clerk in Judge Gustafson's chambers provides legal research and writing assistance to the Judge, drafts orders and opinions, communicates with counsel and court staff regarding case management and procedural requirements, reviews and drafts short memos on reaffirmation agreements, and performs other duties as assigned by the Judge.

QUALIFICATIONS

To qualify for the position of Law Clerk, you must be a law school graduate before the start date for the position. Applicants must graduate from a law school of recognized standing, and have the following attributes:

A demonstrated interest in bankruptcy law.

Strong legal writing, legal analysis, and editing skills.

ADDITIONAL INFORMATION

Applicant must be a citizen of the U.S. or be authorized to work in the U.S.

Employees of the United States Bankruptcy Court are "At Will" employees and can be terminated with or without cause by the Court. Employees must adhere to a Code of Conduct for Judicial Employees. Note that law clerks are subject to restrictions on political speech and activity, and the use of social media.

Selected candidate will be subject to a background check as a condition of employment. Employment will be considered provisional until the background check is completed.

The Court will not reimburse candidates for travel in connection with interview or pay for any relocation expenses.

Payment of net salary is subject to mandatory electronic fund transfer (direct deposit) to a financial institution.

This agency provides reasonable accommodations to applicants with disabilities.

The Court reserves the right to modify the conditions of this announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice.

TERM LAW CLERK BENEFITS

Term law clerk benefits include:

10 paid federal holidays;
Optional medical, dental, and vision insurance coverage;
Health, dependent, & commuter reimbursement programs; and
Optional group life insurance coverage.

HOW TO APPLY

On or before September 29, 2017, submit the following:

Cover letter,
Resume,
Writing sample,
Law school transcript,
Undergraduate school transcript, and
Three letters of recommendation

(1) Through the OSCAR application system at www.oscar.uscourts.gov; or

(2) By U.S. mail to

Hon. John P. Gustafson
United States Courthouse
1716 Spielbusch Avenue, Room 113
Toledo, Ohio 43604

(3) Or by e-mail to: Jean_McCoy@ohnb.uscourts.gov

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.