



United States Bankruptcy Court Northern District of Ohio

Vacancy Announcement

**Position: Term Law Clerk to U.S. Bankruptcy Judge Arthur I. Harris
Cleveland, Ohio**

All applications submitted by September 21, 2018, will be considered timely. The position will remain open until filled.

This is a two-year position, starting in August 2019.

SALARY RANGE

Salary ranges from \$63,717 (JSP 11/1) to \$118,059 (JSP 13/10). **Starting salary commensurate with qualifications and legal work experience.**

POSITION OVERVIEW

A term law clerk in Judge Harris's chambers provides legal research and writing assistance to the Judge, prepares bench memos, drafts orders and opinions, communicates with counsel and court staff regarding case management and procedural requirements, assists the Judge during courtroom proceedings, 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 by the summer of 2019 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.

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.
- 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; and
- Optional group life insurance coverage.

HOW TO APPLY

On or before September 21, 2018, submit a

- 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

The Honorable Arthur I. Harris
U.S. Bankruptcy Court for the Northern District of Ohio
201 Superior Avenue
Cleveland, OH 44114

**THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY
EMPLOYER.**