



**Honorable Casey Parker**  
Chief Bankruptcy Judge

# CAREER OPPORTUNITY

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## UNITED STATES BANKRUPTCY COURT DISTRICT OF WYOMING

Position: Term Law Clerk Full Time  
Classification Level: JSP 11 to JSP 13  
Salary Range: \$66,214 to \$122,683  
Location: Cheyenne, WY/Telework Available  
Opening Date: January 7, 2022  
Closing Date: Until Filled  
Vacancy Number: 22-01

\*With possibility of promotion to Career Law Clerk

### POSITION OVERVIEW

The United States Bankruptcy Court for the District of Wyoming seeks to fill the position of full-time Judicial (Term) Law Clerk for the Honorable Casey Parker. The Law Clerk performs a variety of extensive research and writing on a wide range of issues that arise in federal bankruptcy proceedings. The successful candidate will substantively review pleadings, prepare bench memos, draft opinions, and orders on pending matters, as well as perform additional duties which include verifying citations, managing the case docket, and other legal duties as assigned. This appointment has the possibility of promotion to a Career Law Clerk.

The court is located at 2120 Capitol Avenue, Cheyenne, WY 82001.

### Representative Duties

The duties listed below may include but are not limited to the following:

- Prepare pre-hearing case summaries and post hearing proceeding memos.
- Perform legal research and prepare legal memoranda and orders.
- Draft legal documents addressing various issues arising in proceedings.
- Reviews motions, applications, petitions, complaints, and other pleadings filed with the Court to determine the issues involved and the basis for relief.
- Reviews electronic case files and briefs judge on critical issues prior to hearings and trials.
- Provides administrative office functions such as editing, proofreading, telephone communication, written correspondence, and scheduling.
- Travels to attend hearing/conferences and performs other day-to-day law clerk duties as assigned.

*The United States Bankruptcy Court is an equal opportunity employer.*



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## QUALIFICATIONS

### **Minimum Qualifications:**

To qualify for the position of law clerk, an applicant 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:

### **Candidates must also demonstrate:**

- 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, or law journal of such a school.
- Graduation from such a school with a LLM degree; or
- Demonstration of proficiency in legal studies, which in the opinion of the judge, is equivalent to one of the above.

For appointment at a JSP grade 12, applicants must meet the qualifications for a JSP grade 11, possess one additional year of full-time legal work experience after graduation from law school, and be a member of the bar of a state, territory, or Federal Court of general jurisdiction.

For appointment at a JSP grade 13, applicants must meet the qualifications for a JSP grade 12 and have two years of full-time legal work experience.

### **Preferred Qualifications:**

- Excellent legal research skills and ability to communicate effectively, both orally and in writing.
- A strong academic background (Top 20% of Law School Class).
- Participation in Conrad Duberstein National Bankruptcy Moot Court or related Joe Elliot Bankruptcy Moot Court Competitions.
- Exceptional organizational, computer, computer-assisted legal research, and word processing skills.
- Ability to maintain confidentiality, uphold the court's ethical rules and exhibit good judgement, maturity, dependability and responsibility.
- Ability to work effectively and harmoniously with others in a team-based environment.
- Ability to manage and prioritize time and tasks and meet all deadlines.
- Previous experience as a federal law clerk or bankruptcy attorney is highly desirable. In addition, applicants should have a demonstrated interest in bankruptcy practice—such as registration in, or completion of, a bankruptcy restructuring, debtor/creditor or secured credit class in law school; experience as a law clerk for a bankruptcy judge or practitioner; or practice in the bankruptcy field.



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## BENEFITS

- A minimum of 11 paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years.
- Paid sick leave in the amount of 13 days per year.
- Optional participation in choice of health, dental and insurance programs.

## HOW TO APPLY

**Qualified persons interested in being considered for this position are invited to submit a resume, application form [AO 78](#), a cover letter, two letters of recommendation, a law school transcript and two legal writing samples through the Online System for Clerkship Application and Review [OSCAR](#). You may also submit application materials to the address below.**

U.S. Bankruptcy Court  
District of Wyoming  
ATT: Human Resources - CONFIDENTIAL  
2120 Capitol Ave. Ste. 6004  
Cheyenne, WY 82001

If your application packet does not provide all information requested, you may lose consideration for this position.

As a condition of employment, the final candidate will be subject to an FBI fingerprint background check. The Financial Reform Act requires direct deposit of federal wages for court employees.

Due to the volume of applications received, the court will only communicate with those individuals who will be tested or interviewed. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary to interview.

The United States Bankruptcy Court for the District of Wyoming is a smoke-free environment. Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement.

Applicants selected for interviews must travel at their own expense. The first year of employment is considered a probationary period.

\*Starting salary commensurate with work experience, previous federal government service, and prior pay history.

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