

**United States Bankruptcy Court
Northern District of Alabama
Southern Division**

VACANCY ANNOUNCEMENT

No. 2023-01

Position: Term Law Clerk to United States Bankruptcy Judge

Salary: JSP 11-13 (\$69,646 - \$129,043)
Depending upon qualifications and experience

Location: Birmingham, Alabama

Opening Date: March 8, 2023

Closing Date: April 10, 2023

Start Date: On or after October 4, 2023

Tenure: 1 year and 1 day term, up to 2 years at judge's discretion

Position Overview:

The United States Bankruptcy Court for the Northern District of Alabama, Southern Division (DSC), is accepting applications for a Term Law Clerk. This position has a 1 year and 1 day term, up to 2 years at the judge's discretion, with a basic work schedule of 40 hours per week. Telework may be required from time to time at the judge's discretion, and the job may require some travel. A law clerk to a United States Bankruptcy Judge performs substantive research, writing, and review on matters pending before the Court. There are daily interactions with the judge, members of his judicial staff, and employees of the bankruptcy clerk's office.

Representative Duties and Responsibilities Include:

- Reviewing complaints, petitions, motions, and other filings to determine the issues involved and the relief requested;
- Reviewing the dockets of pending litigation, monitoring case progress, and providing information to the judge;
- Performing legal research;
- Identifying issues before the Court and making recommendations;
- Assisting the judge during courtroom proceedings;
- Drafting bench memoranda for the judge's consideration;
- Preparing orders and opinions, and verifying citations;
- Staying current with changes in the law and briefing the judge;
- Preparing and reviewing seminar materials;
- Traveling outside the Birmingham area to attend scheduled trials, hearings, and conferences;
- Assisting with the administrative tasks of chambers;
- Working cooperatively with other members of chambers staff and employees of the bankruptcy clerk's office; and

- Performing other duties as assigned by the judge.

Qualification Requirements:

For appointment at a JSP Grade 11, an applicant must be a law school graduate at the time of appointment (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 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.

For appointment at a JSP Grade 12 or 13, an applicant must also be a member of the Bar of a federal, state, or territorial court of general jurisdiction, and must possess the following year(s) of full-time legal work experience after graduation from law school:

- JSP 12 – one year of legal work experience.
- JSP 13 – two years of legal work experience.

Benefits:

Judicial law clerks with “term” appointments are subject to Social Security and Medicare withholding, and are eligible for some federal employment benefits such as:

- Eleven paid federal holidays per calendar year;
- Participation in the Federal Employees Health Benefits (FEHB) program;
- Participation in dental and vision insurance plans;
- Participation in group life insurance programs;
- Participation in a long-term care program; and
- Contributing to a Health Care Reimbursement Account (HCRA) and Dependent Care Reimbursement Care (DCRA).
- Term law clerks are *not* eligible to participate in the Federal Employees Retirement System (FERS) or the Thrift Savings Plan (TSP).

Applicant Information:

Interviews will be held remotely via Microsoft TEAMS (a telecommunications application), or locally in Birmingham, Alabama, in appropriate circumstances, after the closing date of the Vacancy Announcement. Neither travel expenses nor relocation expenses will be reimbursed. Only qualified applicants will be considered for this position, and only the best-qualified applicants will be selected for interview. As conditions of employment, the candidate selected will be subject to a background check and a subsequent favorable suitability determination. An applicant may be hired provisionally pending successful completion of the necessary background check. A term law clerk is an “at will” employee serving at the discretion and instruction of the judge. Accordingly, a term law clerk’s employment may be terminated “at will” by either the judge or the employee. Law clerks are required to adhere to the Code of Conduct for Judicial Employees as well as human resource policies of the Judiciary. The Code of Conduct is available at

<https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. This position is subject to mandatory electronic funds transfer participation for payment of net pay. Applicants must be U.S. citizens. The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, to fill the position sooner than the closing date indicated, or to fill more than one position, without any prior written notice or other notice.

Application Procedure:

To be considered, qualified applicants must submit, and the Court must receive, the following information on or before April 10, 2023, via email to bhamlcrsumes@alnb.uscourts.gov:

- A cover letter;
- A current resume;
- One writing sample (10 pages or less); and
- Contact information for three professional references.

Please reference Vacancy Announcement 2023-01 on your email and cover letter. This Announcement will also be posted at <https://oscar.uscourts.gov>, the Online System for Clerkship Application and Review (OSCAR). Applicants may respond using the OSCAR website instead, on or before April 10, 2023.

*The United States Bankruptcy Court
For the Northern District of Alabama, Southern Division,
Is an Equal Opportunity Employer.*