

UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF TEXAS



**Vacancy Announcement 2023JPLC – Full-time
Two-Year Term Law Clerk (San Antonio, TEXAS)**

Anticipated Start Date: August 28, 2023

Closing Date to Apply: November 30, 2022

***Salary Range: JSP 11, JSP 12, JSP 13**

Position Overview:

This is a full-time term position with an approximate two-year term appointment. Qualified candidates are urged to apply early.

Representative Duties Include:

- Reviews complaints, petitions, motions, and other pleadings that come before the Court to determine the issues involved and the basis for relief;
- Reviews dockets of pending litigation and monitors progress;
- Screens motions and drafts orders for judge's review;
- Performs extensive legal research and writing on full range of issues arising in bankruptcy;
- Identifies issues before the Court and makes recommendations;
- Provides information to the judge in connection with pending litigation;
- Drafts bench memos for the judge's consideration;
- Proofreads orders and opinions, verifying citations;
- Maintains liaison between the Court and litigants;
- Communicates with counsel, court officials, and litigants regarding procedural requirements;
- Keeps abreast of changes in the law and briefs the judge;
- Assists the judge during courtroom proceedings;
- Some travel may be required;
- Shares in the administrative tasks of chambers; and
- Performs other duties as assigned, including miscellaneous clerical duties.

Qualifications:

To qualify for the position of law clerk on the personal staff of a federal judge at JSP grade 11, a person must be a law-school graduate (or expect to receive a J.D. degree or its equivalent prior to the anticipated start date of the clerkship) from a law school of recognized standing, and have one or more of the following attributes:

- Grade Point Average of 3.25 or higher, or 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 L.L.M. degree; or
- Demonstrated proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above.

For appointment at JSP grade 12, applicants must meet the qualifications for 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 JSP grade 13, applicants must meet the qualifications for 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 Elliott 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 judgment, 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.

Other Information:

Applicant must be a U.S. citizen or eligible to work in the United States. As a condition of employment, the selectee considered for this position is required to undergo an FBI background check. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check. The United States Bankruptcy Court requires employees to adhere to the Code of Conduct for Judicial Employees. Electronic fund transfer (direct deposit) participation for net pay is required. The conditions of this position announcement are subject to modification without prior notice.

Benefits Information:

The United States Bankruptcy Court is a part of the Judicial Branch of the United States Government. Employees of the United States Bankruptcy Court serve under Excepted Appointment and are considered At-Will employees. Benefits include:

- Eleven (11) paid holidays per year
- Up to thirteen (13) days of paid vacation and sick leave per year
- Optional participation in health, dental and insurance programs
- Group life insurance and long-term care options
- Flexible Benefits Program

*For more information on Salary go [HERE](#).

Application Procedure:

Please submit a cover letter, current resume, two letters of recommendation, a law school transcript, and two legal writing samples through the Online System for Clerkship Application and Review known as [OSCAR](#).

Due to the high volume of anticipated applicants, only those selected for an interview will be contacted. Applicants must travel at their own expense for interview, and relocation reimbursement is not authorized.