

**United States Bankruptcy Court - Western District of Tennessee**  
**Vacancy Announcement No.: 18-02**

**Term Law Clerk**

**Starting Salary Range:** JSP 11 (\$61,218) – JSP 12 (\$73,375), depending upon qualifications

**Closing Date:** Open until filled

**Position Available:** Immediately

**General Information**

The United States Bankruptcy Court for the Western District of Tennessee is accepting resumes for the position of full-time Term Law Clerk for its Jackson office. This position is a term appointment scheduled to expire one year and one day from the date of appointment. The judge has the option to extend the appointment at his discretion, but not to exceed four years from the date of appointment.

Law Clerks appointed to term appointments are subject to social security deductions and are eligible for health, dental, vision and life insurance coverage and participation in the judiciary supplemental benefit programs. The incumbent is not eligible to participate in the retirement system or Thrift Savings Plan. The incumbent is eligible to accrue vacation and sick leave.

**Qualifications**

To qualify for the position, one must be a law school graduate at the time of appointment with academic standing within the upper third of the class and must possess excellent research, writing, and communication skills. Membership (along with active participation) in law review, moot court, and/or a publication in a law review journal is preferred. Appointment to JSP 12 requires one year of law clerk or legal work experience and bar membership.

**Information for Applicants**

- Employees of the U.S. Bankruptcy Court serve under excepted appointments and are “At Will” employees.
- The position of Term Law Clerk is classified as “high sensitive.” Employment will be considered provisional pending the successful completion of a background investigation.
- Judiciary employees must adhere to a Code of Conduct. Appointees may be removed from this position at any time if the candidate fails to perform at a satisfactory level.
- The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, at any time without prior written or other notice.
- Relocation assistance is not available.
- A mandatory electronic direct deposit of salary payment is required.
- Candidates selected for interviews must travel at their own expense or be interviewed via telephone or videoconference.
- Applicants must be a U.S. Citizen or eligible to work in the United States.
- Incomplete applicants will not be considered.

**Procedures for Applying**

To be considered for this position, please submit the following:

- Application for Judicial Branch Federal Employment – (<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>)
- Cover letter and Resume (include announcement number), and
- One copy of a writing sample.
- Documents are to be submitted in PDF format to: [employment@tnwb.uscourts.gov](mailto:employment@tnwb.uscourts.gov).

The United States Bankruptcy Court for the Western District of Tennessee is an Equal  
Opportunity Employer.