

**United States Bankruptcy Court - Western District of Tennessee
Notice of Position Vacancy**

**Temporary Law Clerk
Announcement No.: 16-04**

Starting Salary Range: \$59,246 – \$71,012/year, 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 Temporary Law Clerk for its Jackson office. This position is a temporary appointment scheduled to end on August 18, 2017, at the discretion of the Judge, this appointment may be extended.

Law Clerks appointed to temporary appointments are subject to social security deductions and are eligible for health benefit. 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.

Information for Applicants

Applicants must be a U.S. citizen or eligible to work in the United States.

- The Federal Financial Reform Act requires direct deposit of federal wages for court employees.
- All court employees are “at will” employees, and therefore the appointee may be removed from this position at any time during or after the one year probationary period if, after reasonable on-the-job training, the appointee fails to perform at a satisfactory level.
- The selected candidate for this position is subject to a background check as a condition of employment.
- The Court reserves the right to modify the conditions of this job announcement, to fill more than one vacancy from this announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written or other notice.

Procedures for Applying

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

- Application for Judicial Branch Federal Employment - (www.tnwb.uscourts.gov, bottom of the homepage, click Job Opportunities),
- Cover letter and Resume (include announcement number), and
- One copy of a writing sample.

Documents may be submitted in PDF format to: employment@tnwb.uscourts.gov; or mailed to: United States Bankruptcy Court, ATTN: HR 16-04, 200 Jefferson Ave., Suite 413, Memphis, TN 38103.

The United States Bankruptcy Court is an Equal Opportunity Employer.