



United States Bankruptcy Court Western District of Tennessee

Vacancy Announcement #21-01

Position Title: Term Law Clerk

Position Type: Full-time / 12 to 18-month term (Possible extension, not to exceed four years)

Start Date: August 1, 2021 (May be negotiable)

Location: Memphis, TN

Salary Range: \$64,009 – \$97,313 (JSP 11 – 13)

Closing Date: January 17, 2021

Position Overview

The U.S. Bankruptcy Court for the [Western District of Tennessee](#) is accepting applications for a full-time Term Law Clerk for its Memphis office. The position is an Excepted appointment to serve as one-year Term Law Clerk to Judge M. Ruthie Hagan. The appointment may be extended up to four years. Law Clerk duties include:

- Performs legal research and keeps abreast of changes in the law and briefs the judge.
- Drafts legal documents addressing various issues arising in bankruptcy proceedings.
- Assists the judge during court proceedings and reviews orders.
- Reviews motions, applications, petitions, complaints, and other pleadings filed with the Court to determine the issues involved and the basis for relief.
- Drafts proposed opinions, memorandum decisions, and orders.
- Reviews electronic case files and briefs judge on critical issues prior to hearings and trials.
- Presents cases and motions to the judge and offers (orally and in writing) a proposed recommendation and/or decision.
- Provides administrative office functions such as editing, proofreading, telephone communication, written correspondence, and scheduling.
- Travels to attend hearings/conferences and performs other day-to-day law clerk duties as assigned.

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:

- 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 LLM degree; or
- Demonstration of proficiency in legal studies, which in the opinion of the judge, is equivalent to one of the above.

To qualify for grade 12 in the Judicial Salary Plan (JSP), one year of legal work experience following law school graduation is required. To qualify for JSP grade 13, two years of legal work experience following law school graduation is required. Except for grade 11, the applicant must be a member of the bar of a state, territory, or federal court of general jurisdiction.

Legal work experience is defined as progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited on a month-for-month basis, whether before or after graduation, but not to exceed one year if before graduation from law school.

Preferred Qualifications

It is preferred that applicants took bankruptcy in law school or have experience in the bankruptcy field or comparable practice areas. Applicants must be highly skilled in legal research and writing, and must be able to use Westlaw, Lexis and Microsoft Office. Familiarity with electronic case filing and management systems is preferred. Applicants must be able to quickly process and resolve complex issues. Excellent verbal, written and interpersonal skills, maturity, judgment and discretion are required.

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; therefore, can be removed from this position at any time.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Only the best qualified candidates will be considered/contacted for this position.
- Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided.
- As a condition of employment, the selectee will undergo an FBI fingerprint and criminal records check.
- The Court reserves the right to modify the conditions within or to withdraw the job announcement.

Benefits

Employees of the United States Bankruptcy Court are “at-will” employees and are not covered by the Office of Personnel Management’s civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees.

Law Clerks appointed to term appointments for at least one year and one day are eligible for the following benefits: an on-site fitness center, health, dental, vision and life insurance coverage, flexible spending plan, long-term care insurance and 10 paid Federal holidays. Term law clerks are subject to Social Security and Medicare deductions but are not eligible to participate in the retirement system or the Thrift Savings Plan until second extension. This position will be subject to the provisions of [5 U.S. Code Chapter 63, Subchapter 1](#) (Annual & Sick Leave).

Procedures for Applying *(Incomplete application packets will not be considered)*

Applicants must apply through Oscar <https://oscar.uscourts.gov/> and submit all required documents:

- Completed Application for Judicial Employment (required). Link: [AO78 Application for Employment](#).
- Cover letter and resume with detailed work history (include vacancy number 21-01).
- Law transcript, one writing sample and three letters of recommendation.
- Three professional references required & applicant consents to references being contacted by the court.

Attachments must be submitted as Microsoft Word or Adobe Acrobat (PDF) documents. Other formats are not acceptable. The AO78 listed above is required.