



# United States Bankruptcy Court Western District of Tennessee

## Term Judicial Law Clerk

**Location:** Memphis, Tennessee

**Announcement No. 23-03**

**Opening Date:** August 1, 2023

**Closing Date:** Open until filled\*

\**First consideration given to applications received by September 29, 2023.*

**Position Start Date:** January 15, 2024 **Term:** One-year, subject to renewal.

**Starting Salary Range:** \$64,009 – \$97,313 \*\* (JSP 11/1 to 13/10)

\*\**Salaries comply with Judicial Conference policy, including qualification.*

### Position Overview

The United States 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 Term Law Clerk to Judge Denise E. Barnett. Duties include researching a variety of legal issues, attending trials and other court proceedings, drafting opinions, screening motions, and preparing routine orders. The caseload in the jurisdiction is heavy. This is an *in-person* one-year term law clerk position subject to renewal (up to four years).

### 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 or law journal 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 (*examples include:* publication of a noteworthy article in a law school student publication or other scholarly publication; special high-level honors for academic excellent in law school or winning of a moot court competition or membership on a moot court team that represents the law school in competition).

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. Must possess an interest in learning new applications such as OneNote and Teams. 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.
- The applicant selected for the position is required to reside in the Memphis, TN area. Relocation reimbursement is not 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 11 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 electronically through the Online System for Clerkship Application and Review (“OSCAR”) at <https://oscar.uscourts.gov>, and submit all required documents:

- Completed Application for Judicial Employment (required). Link: [AO78 Application for Employment](#). Add the application as part of your OSCAR upload under any category.
- Cover letter and resume with detailed work history (include vacancy number 23-03).
- Law transcript, one writing sample (not to exceed 10 pages), three letters of recommendation, and the 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.