# UNITED STATES BANKRUPTCY COURT
# WESTERN DISTRICT OF LOUISIANA

## Term Law Clerk Vacancy Announcement

**VACANCY #2021-02**

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| **Position:** | Term Law Clerk |
| **Position Available:** | August 2021 (Approximate) |
| **Position Type:** | Full-Time - One-Year Term (Possible extension not to exceed four years) * |
| **Location:** | Shreveport, Louisiana |
| **Classification Level:** | Judicial Salary Plan JSP 11-14 |
| **Salary Range:** | $64,649 - $141,548 annually, depending on experience and qualifications** |
| **Opening Date:** | February 19, 2021 |
| **Closing Date:** | May 31, 2021, or open until filled |

**The term will be for twelve months from the date of appointment with a possible extension not to exceed four years. By Judicial Council policy, a Term Law Clerk may not serve more than four years in the federal system.*

***The classification level and salary for this position will be based upon experience and education in accordance with the Judiciary Salary Plan for the U. S. Courts. Starting salary is commensurate with qualifications and work experience. This position is promotion eligible without further competition.*

**Position:**

Judge John S. Hodge of the United States Bankruptcy Court for the Western District of Louisiana is accepting applications for a full-time Term Law Clerk. A Law Clerk to a United States Bankruptcy Judge will perform substantive reviews, legal research, and writing on matters pending before the Court.

**Law Clerk Duties:**

- Performs legal research.
- 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.
- Keeps abreast of changes in the law and briefs the judge.
- Travels to attend hearings and conferences.

- Performs other day-to-day law clerk duties as assigned.

**Minimum Qualifications:**

To qualify for the position of law clerk on the personal staff of a federal judge, 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. To qualify for JSP grade 14, three years of legal work experience following law school graduation is required and two of the three years must have been served as a law clerk in the federal judiciary. With the exception of grade 11, the applicant must be a member of the bar of a state, territory, or federal court of general jurisdiction.

**Legal Work Experience:**
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:**

- Strong academic record and excellent writing and legal research skills;
- Exceptional managerial, organizational, computer, and computer-assisted legal research skills;
- Ability to meet deadlines and be punctual for meetings and hearings;
- Member in good standing or pending application to become a member in good standing with a state bar;
- Dependability, good judgment, maturity, and the ability to maintain confidentiality;
- Self-starter who demonstrates initiative in problem-solving;
- Ability to communicate effectively, both orally and in writing, and to present a poised, professional appearance and demeanor at all times;
- Strong people and time-management skills with the ability to meet and manage many changing priorities and demands in a distracting environment; and

- Previous experience as a federal law clerk or bankruptcy attorney, and/or familiarity with bankruptcy law through course work.

**Background Check and Other Requirements:**

As a condition of employment, the selected candidate will be required to undergo an FBI background check. The selected candidate may be appointed provisionally and retention will depend upon a favorable suitability determination of the investigation. The applicant must be a United States citizen or provide documentation proving eligibility to work in the United States.

**Additional Information:**

This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. The Court does not reimburse interview costs and/or relocation expenses. The U. S. Bankruptcy Court is part of the Judicial Branch of the U. S. Government. Employees of the U. S. Bankruptcy Court are "At Will" employees and are required to adhere to a Code of Conduct for Judicial Employees, which is available upon request.

**Benefits**

Law Clerks appointed to term appointments for at least one year and one day are eligible for the following benefits: health, dental, vision and life insurance coverage, flexible spending plan, long-term care insurance and ten (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.

**Application Instructions**:

**Applicants must apply through the Online System for Clerkship Application and Review (OSCAR)** at https://oscar.uscourts.gov/.

**Each applicant should submit the following application package through OSCAR:**

1) Cover letter
2) Detailed resume
3) Copy of law school transcript and bar membership, if applicable
4) Three professional references with contact information
5) A legal writing sample

An application will be considered complete when all the required documents are properly submitted as instructed above. Applicants may check the status of the position on the Court's website at https://www.lawb.uscourts.gov/employment.

*Only candidates selected for an interview will be contacted. Candidates selected for interviews must travel at their own expense. The court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice.*

***The United States Bankruptcy Court is an Equal Opportunity Employer***