

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA**

VACANCY ANNOUNCEMENT

**JUDICIAL LAW CLERK – Temporary Position
Sacramento, CA**

Starting Salary Range

Currently, the salary range for this position is \$66,253 – \$79,411 per annum (JSP 11/1 - 12/1), depending upon prior experience and bar membership.

Position Overview

The successful candidate will serve as law clerk to the Honorable Christopher D. Jaime. The judicial law clerk will primarily be responsible for drafting rulings of weekly bankruptcy hearings, drafting civil minutes of hearings, observing hearings, and maintenance of the chambers library and files. Bankruptcy course pre-requisites or clinic experience is helpful but not required. Chambers seeks an applicant who has a genuine interest in bankruptcy law. This position is located in Sacramento, California and is a temporary appointment. The approximate dates are September 17, 2018, through February 4, 2019.

Minimum Qualifications

To qualify for this position, you must be a law school graduate. Applicants must possess excellent research, analytical, writing and communications skills, and PC proficiency.

Application Process

Applications must be received by August 31, 2018. Applicants should submit a cover letter, current resume, references, law school transcripts and a writing sample (no longer than 10 pages) to:

U.S. Bankruptcy Court CA(E)
Attention: Cyndi Moore
501 I Street, Suite 3-200
Sacramento, CA 95814

Or submit electronic applications here: caeb_hr@caeb.uscourts.gov

This position will remain open until filled. Candidates must travel for interviews at their own expense. No relocation expenses will be provided.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER

The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available for applicants to review upon request.

CONDITIONS OF EMPLOYMENT

Employees of the United States Bankruptcy Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees.

Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed:

- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may occur without prior written or other notice.
- All information is subject to verification and an FBI background investigation.
- Duty station assignments are at the discretion of the Judge.
- Participation in the interview process will be at the applicant’s own expense.
- This position is subject to mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).
- Pursuant to the Immigration Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Acceptable documentation includes a U.S. Passport; original or a certified birth certificate issued by a state, country, or municipal authority; a certificate of U.S. Citizenship, Alien Registration Receipt Card; and an authorized photo identification such as a state driver’s license, school identification card, or U.S. Military identification card.
- Relocation expenses will not be provided.

Only qualified applicants will be considered for this position.