

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

VACANCY ANNOUNCEMENT

**JUDICIAL LAW CLERK
2018 TERM**

Sacramento Division #17-03

Starting Salary Range

Currently, the salary range for this position is \$61,961 - \$74,863 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 Ronald H. Sargis. Judicial law clerks are primarily responsible for legal research and the preparation of orders, memoranda, and draft opinions. This position includes the management of externs, oversight of their workload and court experience. A demonstrated interest in bankruptcy law is preferred. This position is located in Sacramento, California, and is for a **two-year term**.

Minimum Qualifications

To qualify for this position, you must be a law school graduate with academic standing within the upper quarter of the class. Applicants must possess excellent research, analytical, writing and communications skills, and PC proficiency.

Application Process

Applications should be received by June 1, 2017. Applicants should submit a cover letter, current resume with two letters of reference, law school transcripts and writing samples (no longer than 10 pages) to:

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

Candidates may also utilize the on-line application process by accessing:

<https://oscar.uscourts.gov/>

This position will remain open until filled. Candidates must travel for interviews at their own expense. The starting date for the successful candidate will be August/September 2018. 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.

Employee Benefits

Participation in the Federal Employee's Health Benefits Program
Participation in a group life insurance
Participation in a group long-term care insurance program
Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis
A minimum of ten (10) paid holidays per year
Prescribed salary progression based on acceptable performance

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.