

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

VACANCY ANNOUNCEMENT

JUDICIAL LAW CLERK

Sacramento Division #24-03
Open until September 30, 2024

Starting Salary Range

Currently, the starting salary range for this position is \$80,217- \$135,107 per annum (JSP 11/1 - 14/1), depending upon prior experience and bar membership.

Position Overview

The successful candidate will serve as law clerk to Chief Judge Fredrick E. Clement. Judicial law clerks are primarily responsible for analysis of litigant's pleadings, legal research and the preparation of orders, memoranda, and draft opinions. This position involves interacting with court staff on legal issues and assisting the judge for regular law and motion calendars, trials and other hearings. This position may include 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 a **term position** until March 2026. This position may be extended or convert to a career position upon agreement of both parties.

Minimum Qualifications

To qualify for this position, you must be a law school graduate with academic standing within the upper quarter of the class or other demonstrated academic excellence. Applicants must possess excellent research, analytical, writing and communications skills, and PC proficiency. Successful completion of bankruptcy courses preferred.

Bar Membership and Salary Level

- To be placed at Grades 12-14, you must be a member in good standing of the bar of a state, territory, or Federal Court of general jurisdiction.
- To be placed at Grade 14, two of the three required years of legal work experience must have been served in the federal judiciary as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk.
- For attorneys **entering** the federal court system for the first time, to qualify for a Grade 12, an individual must have one year of legal work experience after graduation from law school. To qualify for a Grade 13, an individual must have two years of legal work experience after graduation from law school. All entering attorneys will be placed at salary range minimum.
- For current federal employees, salary placement will be determined by highest previous grade and step.

Application Process

Applicants should submit a cover letter, current resume with two reference contacts, law school transcripts and writing samples (no longer than 10 pages) utilizing the OSCAR tool at:

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

This position will remain open until filled. Candidates must travel for interviews at their own expense. Virtual interviews may be allowed if the applicant is not local. The starting date for the successful candidate will be mid-January 2025. 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

Employees of the U.S. Courts are eligible for a comprehensive federal government benefits package including participation in the Federal Employees Retirement System (career employees), choice of a health benefit plan from several options, dental insurance, life insurance, long term disability insurance, long term care insurance, federal holidays, and periodic salary increases. See the U.S. Courts website www.uscourts.gov/careers for an overview of Federal Judiciary benefits.

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.