



**UNITED STATES BANKRUPTCY COURT
District of Rhode Island**

TERM LAW CLERK VACANCY ANNOUNCEMENT

POSITION TITLE: Term Law Clerk
POSITION TYPE: Regular, Full-Time
LOCATION: U.S. Bankruptcy Court, Providence, Rhode Island
SALARY RANGE: JSP 11/01 - 13/01 (\$62,758 - \$89,449), based on qualifications and experience
OPENING DATE: May 13, 2013
CLOSING DATE: Open until filled, with preference given to applications submitted by Wednesday, June 5, 2013. Position is available between mid July and late August, 2013 – date to be determined.

POSITION SUMMARY:

The United States Bankruptcy Court for the District of Rhode Island is seeking a term judicial law clerk to United States Bankruptcy Judge Diane Finkle. This law clerk position is for an employment assignment of one year with the possibility of extension to two or more years. By Judicial Conference policy, a term law clerk may not serve more than four years in the federal system. Also, there is the potential for promotion of this term law clerk to career law clerk without additional competition. A law clerk provides legal support to the judge by conducting legal research and preparing legal documents, such as orders, memoranda, and draft opinions.

SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

Reviews legal submissions, performs legal research, and drafts legal documents addressing a wide assortment of issues arising in bankruptcy proceedings. Performs case management through the Case Management/Electronic Case Filing (CM/ECF) system. Performs administrative office functions such as editing, proofreading, telephone communications, written correspondence, and scheduling.

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:

1. 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;
2. Experience on the editorial board of a law review of such a school;
3. Demonstrated proficiency in legal studies which, in the opinion of the judge, is the equivalent of one of the above.

In addition to the above, the candidate must have superior research and writing skills; excellent analytical skills; effective communication skills; computer assisted legal research and word processing ability; and must be a member in good standing of the bar of a state, territory or Federal Court of general jurisdiction.

ADDITIONAL QUALIFICATIONS:

Private Practice experience in insolvency matters or previous clerkship with a Bankruptcy Judge is preferred. The successful candidate must possess good judgment, maturity and tact; be dependable, responsible and maintain confidentiality; be a proactive self-starter and demonstrate initiative in problem solving; be able to work efficiently and harmoniously with others in a team-based environment; and present a poised, professional appearance and demeanor at all times. Exceptional ability to communicate, articulate, and relate to coworkers and others with professionalism and integrity. This position requires superb organizational, people and time management skills with the ability to juggle many changing priorities and demands at the same time.

BENEFITS:

Employment with the United States Bankruptcy Court offers a generous benefit package. Law Clerks appointed to term appointments for at least one year and one day are eligible for the following benefits:

- Social Security and Medicare benefits
- Ten (10) paid Federal holidays
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)

Term Law Clerks are not eligible to participate in the Federal Employees Retirement System (FERS), Thrift Savings Plan (TSP), or the Leave Act. Career Law Clerks are eligible to participate in the Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP). This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

BACKGROUND CHECK:

This is a sensitive position within the Judiciary. The selected candidate will be subject to a criminal history background check and a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

ADDITIONAL INFORMATION:

- Applicants must be a U.S. citizen or be eligible to work in the United States.
- Employees of the United States Bankruptcy Court are “At Will” employees and are required to adhere to a Code of Conduct for Judicial Employees.
- All appointments are subject to mandatory electronic funds transfer for payment of net pay.

HOW TO APPLY:

Applicants must submit a cover letter, resume, references and a recent writing sample **no longer than 15 pages** by Friday, June 7, 2013. **(Incomplete application packets will not be considered.)**

Mail, email*, or hand-deliver **your application materials** to:

U.S. Bankruptcy Court
Attn: Human Resources,
380 Westminster Street, 6th Floor
Providence, RI 02903
kristen_batty@rib.uscourts.gov

All documents should be in Adobe PDF format.*

Only applicants who are selected for interviews will be contacted by the Court. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER