

**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: September 8, 2014
CLOSING DATE: Open until filled, with preference given to applications submitted by Friday, February 21, 2014. Position is available September, 2014.

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 extensions. By Judicial Conference policy, a term law clerk may not serve more than four years in the federal system. 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.

PREFERRED QUALIFICATIONS:

Prior federal bankruptcy clerkship is highly preferred. Familiarity with the federal judicial system's electronic case filing system. Prior experience in a legal office or courthouse environment. The successful candidate must possess good judgment, maturity and tact; be dependable, responsible and maintain confidentiality; be proactive self-starter and demonstrate initiative in problem solving; be able to work quickly 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.

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.

BACKGROUND CHECK:

This is a Sensitive position within the Judiciary. The selected candidate will be subject to 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 fingerprint 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 10 pages** by Friday, February 21, 2014. **(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