

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 (\$64,862-\$92,448), based on qualifications and experience
OPENING DATE: August 1, 2016
CLOSING DATE: Open until filled, with preference given to applications received by September 15, 2016
START DATE: Estimated August 28, 2017

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 without further competition. 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 analysis and 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 judicial clerkship or chambers internship. Familiarity with the federal judicial system's electronic case filing system. Prior experience in a legal office or courthouse environment.

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, and competent 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.

The successful candidate also 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 quickly and harmoniously with others in a team-based environment; present a poised, professional appearance and demeanor at all times; and 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.

BACKGROUND CHECK:

This is a sensitive position within the federal 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 and seeking or intending to seek citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B).
- 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 by email a cover letter, resume, references, grade sheet, and recent writing sample **no longer than 10 pages** by September 15, 2016. All documents should be in Adobe PDF format.

(Incomplete application packets will not be considered.)

Email ONLY your application materials to:

rib_jobsearch@rib.uscourts.gov

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