

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



VACANCY ANNOUNCEMENT 16-02

Position: **JUDICIAL LAW CLERK (CAREER or TERM)**
 *More than one vacancy may be filled

Opening Date: **July 1, 2016**

Closing Date: **July 29, 2016 (or until filled)**

Salary Range: **\$71,012 - \$109,781 (JSP 12/01 - JSP 13/10)**

Location: **Lexington, KY**

POSITION SUMMARY:

The United States Bankruptcy Court for the Eastern District of Kentucky is accepting resumes and applications for Judicial Law Clerk positions. The positions will be available no sooner than October 3, 2016. Duties include researching a variety of legal issues, attending court proceedings, drafting bench memoranda, orders and opinions, reviewing orders, cite checking, handling law clerk assignments and sharing in administrative tasks of Chambers. Some travel may be required.

MINIMUM QUALIFICATION REQUIREMENTS:

To qualify for the position of law clerk on the personal staff of a federal judge, a person 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:

- 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;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM or JD degree; or
- Demonstrated proficiency in legal studies, which in the opinion of the judge, is the equivalent of one of the above.

QUALIFICATIONS:

Applicants must be a law school graduate; admitted to the practice of law in at least one state; have significant bankruptcy and/or litigation experience; and possess excellent legal research, writing and proofreading skills. Proficiency in MS Office, Westlaw and Lexis is required along with a professional demeanor and exceptional organizational, interpersonal, and communication skills.

SALARY AND BENEFITS:

The actual pay level will be established on the basis of the successful applicant's qualifications and experience in accordance with the Judicial Salary Plan of the U.S. Courts. The positions do not carry the tenure rights of positions in the competitive Civil Service. Other federal government benefits (e.g., holidays, life and health insurance, long-term care insurance, flexible spending accounts and retirement benefits) may be applicable. The positions are subject to mandatory Electronic Funds Transfer participation of net pay.

CONDITIONS OF EMPLOYMENT:

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees.

The successful candidates are subject to a background clearance which includes fingerprinting.

Employees are *at will*, and therefore the selected candidate may be removed from the positions at any time.

APPLICATION PROCEDURE:

An Application for Judicial Branch Employment (From AO-78) is available on the Court's website at www.kyeb.uscourts.gov. In a cover letter accompanying a detailed resume and an AO-78 Application for Judicial Branch Employment, please specify how you satisfy the qualifications listed above. Applicants may apply electronically through the Online System for Clerkship Application and Review (OSCAR) at www.oscar.uscourts.gov or submit application material by email in .PDF format to HR@kyeb.uscourts.gov.

The United States Bankruptcy Court Eastern District of Kentucky is an Equal Opportunity Employer and has adopted an EEO/Employment Dispute Resolution Plan.