

**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF ALABAMA**

VACANCY ANNOUNCEMENT 18-002

Position: Law Clerk to U.S. Bankruptcy Judge Bess M. Parrish Creswell
Type: Career
Location: Montgomery, Alabama
Open Date: April 24, 2018
Close Date: May 15, 2018
Salary: JSP 12 to 14 (\$73,375 to \$134,038) depending on qualifications

Position Overview:

The United States Bankruptcy Court for the Middle District of Alabama is accepting applications for a career law clerk. This is a full-time, 40-hour-per-week position that may require some travel, including overnight travel. A law clerk to a United States Bankruptcy judge performs substantive research, writing, and review on matters pending before the Court. There are daily interactions with the judge, her judicial staff, and employees of the bankruptcy clerk's office.

Representative Duties and Responsibilities Include:

- Reviewing complaints, petitions, motions, and other pleadings filed with the Court to determine the issues involved and the relief requested;
- Reviewing dockets of pending litigation and monitoring case progress;
- Performing legal research;
- Identifying issues before the Court and making recommendations;
- Providing information to the judge in connection with pending litigation;
- Drafting bench memos for the judge's consideration;
- Preparing orders and opinions, and verifying citations;
- Preparing seminar materials;
- Staying current with changes in the law and briefing the judge;
- Assisting the judge during courtroom proceedings;
- Traveling outside the Montgomery area to attend scheduled trials, hearings, and conferences;
- Assisting with the administrative tasks of chambers; and
- Performing other duties as assigned by the judge.

Qualification Requirements:

- Law school graduate;
- Member of the Bar of a Federal, state, or territorial court of general jurisdiction;
- At least one year of legal work experience; and
- At least one of the following:
 - 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;

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

Benefits:

Employment with the United States Bankruptcy Court offers a generous benefit package and a working environment providing significant responsibility and challenge. Judiciary employees serve under an excepted appointment (not civil service). Employees working at least twenty hours per week are eligible for the following benefits:

- Paid annual and sick leave;
- Ten paid Federal holidays;
- Social Security and Medicare benefits;
- Retirement benefits under the Federal Employees Retirement System;
- Traditional and Roth retirement savings and investment plan under Thrift Savings Plan with employer matching contributions;
- Health benefits under the Federal Employees Health Benefits Program;
- Supplemental dental and vision benefits offered through the Federal Employees Vision and Dental Plan;
- Life insurance benefits under the Federal Employees Group Life Insurance Program; and
- Flexible benefits program for Health Care Reimbursement and Dependent Care Reimbursement.

Applicant Information:

Interviews will be held in Montgomery, Alabama, after the closing date of the position announcement. Neither travel expenses nor relocation expenses will be reimbursed. Only qualified applicants will be considered for this position, and only the best-qualified applicants will be selected for interview. Employment by the court as a law clerk is subject to the receipt of a satisfactory background check of the applicant. An applicant may be hired provisionally, pending successful completion of the necessary background check. The law clerk is an “at will” employee serving at the discretion and instruction of the judge. Accordingly, the law clerk’s employment may be terminated “at will” by either the judge or the employee. Law clerks are required to adhere to the Code of Conduct for Judicial Employees, which is available at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. This position is subject to mandatory electronic funds transfer participation for payment of net pay. Applicants must be U.S. citizens or eligible to work in the United States. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, to fill the position sooner than the closing date indicated, or to fill more than one position, without any prior written notice or other notice.

Application Procedure:

To be considered, qualified applicants must submit via email and the court must receive the following information on or before May 15, 2018:

- A cover letter;
- A current resume;
- A writing sample; and
- Contact information for three professional references.

Email applications to jc_guerrero@almb.uscourts.gov and tonya_hagmaier@almb.uscourts.gov.
In the subject of the email, reference vacancy announcement 2018-002.

The United States Bankruptcy Court for the Middle District of Alabama is an equal opportunity employer and values diversity in the workplace.