



United States Bankruptcy Court Middle District of Alabama

U.S. Federal Courthouse
One Church Street
Montgomery, AL 36104
(334) 954-3800

VACANCY ANNOUNCEMENT 2017 - 004

Judicial Law Clerk (Term)

Position Location: This position is located in the Middle District of Alabama Bankruptcy Court and reports directly to Chief Judge William R. Sawyer.

Requirements: At the time of commencement of employment you must be a law school graduate from an ABA-accredited law school. Law school graduates with bankruptcy experience, or courses in that area, are preferred. This position requires a detail oriented self-starter who can maintain strict confidentiality, work well with staff members at all levels, and complete assignments accurately and in a timely manner. Candidates must have excellent communication and organizational skills. They must possess excellent research, analytical and writing skills, and PC proficiency.

Term Start Date: August 20, 2018

The appointment term is at least twenty four (24) months from the date of appointment.

Job Grade: JSP-11/1- JSP-13/1

Salary: \$60,210.00 - \$85,816.00

Benefits: 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
- Supplemental Dental and Vision
- Life Insurance
- Group Long Term Care Insurance

- Federal Employees Long Term Disability
- This position is not covered under the Leave Act

Application Procedure: A complete application consists of a cover letter, a resume, three letters of recommendation, a legal writing sample, a law school transcript and a completed Application for Judicial Branch Federal Employment (Form AO-78). The form may be downloaded from our website www.almb.uscourts.gov

Applications will not be considered complete until all items listed above have been received. Applications will be accepted until **December 29, 2017**.

Submit applications to:

United States Bankruptcy Court
Attention: William R. Sawyer,
Chief United States Bankruptcy Judge
One Church Street
Montgomery, AL 36104 or

Candidates may utilize the on-line application process by accessing: <https://oscar.uscourts.gov>

The United States Bankruptcy Court Middle District of Alabama is an Equal Opportunity Employer. Applicants must be a U.S. Citizen or eligible to work in the United States. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. The selectee is subject to mandatory FBI fingerprint background check or investigation. Relocation expenses will not be reimbursed.