

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

VACANCY ANNOUNCEMENT 19-001

**Position:** Law Clerk to U.S. Bankruptcy Judge Bess M. Parrish Creswell  
**Type:** Term, not to exceed 2 years  
**Location:** Montgomery, Alabama  
**Open Date:** February 1, 2019  
**Close Date:** February 28, 2019 unless filled sooner  
**Position Start Date:** August 5, 2019  
**Salary:** JSP 11 to 13 (\$61,218 to \$113,428) depending on qualifications

**Position Overview:**

The United States Bankruptcy Court for the Middle District of Alabama is accepting applications for a term law clerk to United States Bankruptcy Judge Bess M. Parrish Creswell. 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:**

For appointment at JSP grade 11, at the time of the appointment 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 the 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 of the Association or American Law Schools;
- Graduation from such a school with a Master of Laws degree;
- Experience on the editorial board of a law review or law journal; or
- Demonstrated proficiency in legal studies which, in the opinion of the judge, is the equivalent of one of the above.

For appointment to JSP grades 12 or 13, an applicant must also be a member of the Bar of a state, territory, or Federal court of general jurisdiction and must possess the following years of full-time legal work experience after graduation from law school:

- JSP 12 – one year of legal work experience; or
- JSP 13 – two years of legal work experience.

## **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:

- Generous paid time off;
- Ten paid Federal holidays per calendar year;
- Social Security and Medicare benefits;
- 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.

Term law clerks are not eligible to participate in the Federal Employees Retirement System or the Thrift Savings Plan.

## **Applicant Information:**

Interviews will be held in Montgomery, Alabama. 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 for review at <https://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 in a single pdf in the order given on or before February 29, 2019:

- A cover letter;
- A current resume;
- A completed AO 78, Federal Judicial Branch Application for Employment (available at this website: <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>);
- A writing sample no more than 10 pages in length;
- A law school transcript and proof of bar membership, if applicable;
- Contact information for three professional references.

Email applications to [jc\\_guerrero@almb.uscourts.gov](mailto:jc_guerrero@almb.uscourts.gov) and [tonya\\_hagmaier@almb.uscourts.gov](mailto:tonya_hagmaier@almb.uscourts.gov). In the subject of the email, reference vacancy announcement 2019-001.

**The United States Bankruptcy Court for the Middle District of Alabama  
is an equal opportunity employer.**