

**United States Bankruptcy Court
For the Southern District of Georgia**

Position Vacancy Announcement

Position: Term Law Clerk to United States Bankruptcy Judge.

Duty Station: Augusta, Georgia (in person).

Classification Level: JSP 11 - JSP 13 (Judiciary Salary Plan).

Starting Salary Range: approximately \$69,107 to \$128,043 (These figures are based upon the 2023 Judiciary Salary Plan and are subject to change for 2024. Salary will be based on experience and qualifications in accordance with the applicable Judiciary Salary Plan pay system guidelines).

Term of Employment: One to Two Year Term, beginning approximately December 2023. At the judge's discretion, the law clerk may be offered the opportunity to work beyond a one-year term without further advertisement.

Closing Date: Open until filled.

Position Overview:

The law clerk conducts substantive legal research; drafts legal memoranda, opinions, and orders; provides legal counsel and support to the judge and staff on legal matters affecting the administration of bankruptcy cases; and performs other duties as prescribed by the judge and staff, including administrative duties for chambers. Some of the law clerk's time will be spent in the courtroom observing proceedings and performing other courtroom duties. There is daily interaction with the Judge and other court staff concerning legal, administrative, and court-related issues. Employment with the United States Bankruptcy Court offers federal judiciary experience as well as an opportunity for significant responsibility and challenge. Travel to other divisions located within the Southern District of Georgia may be necessary, depending upon the caseload.

Minimum Qualifications:

At the time of appointment, the applicant must be a graduate of an ABA accredited law school with excellent academic credentials and possess the following attributes:

- Exceptional legal research, writing, and proofreading skills;
- Keen analytical ability and sound judgment;
- Excellent oral and written communication skills;
- Proficiency in Microsoft Office, Windows, WestlawNext® and/or Lexis Advance®;
- Exhibit the highest standards of excellence and integrity.

Preferred Qualifications:

- Bar membership, clerkship experience and/or post-JD legal work experience;

- Prior litigation experience or motion practice at a law firm or public agency.

Compensation and Benefits:

Employees of the United States Bankruptcy Court serve under excepted appointments and are considered "AT WILL" employees. However, judiciary employees are eligible for the same benefits as other government employees. The following benefits are available to term law clerks appointed for at least one year and one day: eleven paid holidays per calendar year; participation in a pre-tax Federal Employees Health Insurance Program; participation in a group insurance program in the areas of dental, vision, life, and long term care; and participation in a pre-tax flexible spending account.

Information for Applicants:

This is a sensitive level position within the judiciary. As a condition of employment, the successful candidate will be subject to an FBI background check. The selectee will be appointed provisionally with retention dependent upon a favorable suitability determination from the background check.

The successful candidate must be a U.S. citizen or eligible to work in the United States.

The United States Bankruptcy Court requires employees to adhere to the Code of Conduct for Federal Judicial Employees.

The position is subject to mandatory electronic fund transfer (direct deposit) participation for payroll deposit.

Applicants selected for interview must travel at their own expense. Expenses associated with interviews or relocation will not be reimbursed.

Due to the volume of applications normally received, receipt of individual applications will not be acknowledged. The Bankruptcy Court will communicate with those individuals invited to interview until the position is filled. Applicants are discouraged from calling chambers to check the status of applications.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior notice.

How to Apply:

Applicants should submit: 1) a cover letter; 2) resume with class rank and honors; 3) law school transcripts; 4) one (1) recent writing sample; 5) two (2) letters of recommendation; and 6) three (3) references preferably via the Online System for Clerkship Application and Review (OSCAR) accessible at <https://oscar.uscourts.gov/> or via e-mail to dana.m.wilson@gas.uscourts.gov.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.