

# United States Bankruptcy Court

For the Southern District of Georgia

## Position Vacancy Announcement

### Law Clerk to United States Bankruptcy Judge

**Closing Date:** Open until filled

**Duty Station:** Savannah, Georgia

**Qualifications:** To qualify for the position of law clerk to a federal judge a person must be a law school graduate as of the date of entry of service. Law Review, or other substantial research, writing or editorial experience is desired but not mandatory.

**Term of Employment:** August 1, 2015 to July 31, 2016. Appointment may extend beyond July 2016 without further advertisement. A candidate may be offered a two year term of employment at the time of selection.

**General Job Description:** The law clerk will be required to do legal research, draft memoranda and opinions, counsel with the judge and members of staff on legal matters affecting the administration of bankruptcy laws, and perform other duties as prescribed by the judge and staff. Some of the law clerk's time will be spent in the courtroom observing proceedings and performing other courtroom duties. Travel to other divisions located within the Southern District of Georgia may be necessary, depending upon the caseload.

**Salary Range:** starting salary: \$58,562 to \$98,633 (based upon experience)  
This position falls within the Judicial Salary Plan of the United States Judiciary and is therefore outside the scope of Civil Service; salary and other benefits compare to those for employees of Civil Service.

**Applications:** Submit resume, cover letter, transcript, writing sample(s), recommendation letters (3) and list of references to:

The Honorable Edward J. Coleman, III  
United States Bankruptcy Judge  
Southern District of Georgia  
United States Courthouse,  
125 Bull Street, Rm 240  
Savannah, Georgia 31401

**THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER**