

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE SOUTHERN DISTRICT OF GEORGIA**

POSITION VACANCY ANNOUNCEMENT

Law Clerk to the Honorable Michele J. Kim

Applications Accepted Beginning: January 22, 2020.

Application Closing Date: Open until filled.

Duty Station: Brunswick, Georgia.

Term of Employment: September 2020 to September 2021. Exact start date is flexible.

Starting Annual Salary Range: JSP 11 – 13, currently \$64,009 to \$91,231, depending upon qualifications and experience. This position falls within the Judicial Salary Plan of the United States Judiciary and is therefore outside the scope of Civil Service. Salary, retirement and other benefits compare to those for employees of Civil Service.

Qualifications: Applicants must have graduated law school as of January 2020. Legal research, writing and editorial experience is required. Familiarity with the Bankruptcy Code is desired but not mandatory.

General Job Description: The law clerk will be required to perform legal research, draft memoranda and opinions, counsel with Judge Kim and members of staff on legal matters affecting the administration of bankruptcy laws, and perform certain administrative duties as prescribed by Judge Kim and staff. A portion 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.

Information for Applicants: Employees of the United States Bankruptcy Court serve on an "AT WILL" basis and are required to adhere to a Code of Conduct.

- The applicant who best suits the needs of the Court will be selected.
- Due to the volume of applications received, communication will be only with those individuals who are invited to interview for the position.
- No funds are available for travel for interviews.
- Interviewees are subject to a full National Crime Information Center (NCIC) background check and FBI fingerprint analysis.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior notice.
- This position is subject to mandatory Electronic Fund Transfer (EFT) or direct deposit for payment of net pay.
- The Court is an Equal Opportunity Employer.
- Applicant must be either a U.S. citizen or a noncitizen eligible for employment by the federal judiciary.

Applications: Candidates may submit applications by U.S. mail to:

United States Bankruptcy Court
Southern District of Georgia
Attn: Chambers of the Hon. Michele J. Kim
801 Gloucester Street, 3rd Floor
Brunswick, GA 31520

or via email to: Bankruptcy_Chambers_BWK@gas.uscourts.gov
Subject: 2020 MJK Law Clerk Vacancy

Applicants must state in a cover letter their interest in and reason for applying for this particular bankruptcy clerkship. Resume must include names, addresses, and telephone numbers of at least three references familiar with the applicant's character and/or legal ability. Resume must be accompanied by a copy of a law school transcript that includes class rank and GPA (upper 50% standing required). If the transcript does not include this information, it should be included in the cover letter or resume. Applicants also must submit two (2) writing samples demonstrating their legal analysis abilities. The successful applicant must reside during the clerkship term in the Brunswick, GA, Metropolitan Statistical Area.