



United States Bankruptcy Court For the Southern District of Georgia

Position Vacancy Announcement

POSITION: Career Law Clerk to United States Bankruptcy Judge Susan Barrett

LOCATION: Augusta, Georgia

CLASSIFICATION LEVEL: JSP 11 - JSP 14 (Judiciary Salary Plan).

SALARY RANGE: \$69,107 to \$151,308 (Starting salary commensurate with work experience and prior pay history).

APPLICATION PERIOD: Open until filled.

Position Overview:

The career law clerk conducts substantive legal research; drafts legal memoranda, opinions, and orders; provides legal counsel and support to the Judge and staff on matters affecting the administration of bankruptcy cases; and performs other duties as prescribed by the Judge and staff, including administrative duties for chambers and supervising the term law clerk. 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 and member of a Bar with excellent professional and academic credentials including:

- 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®;

Preferred Qualifications:

- Post-JD bankruptcy litigation and motion practice experience at a law firm or public agency;
- Prior judicial clerkship.

Compensation and Benefits:

Employees of the United States Bankruptcy Court serve under excepted appointments and are considered "AT WILL" employees. The following benefits are available to court employees: federal judiciary retirement/thrift savings/leave programs, eleven annual paid holidays; 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. For more information about the major benefits offered visit the following website www.uscourts.gov/careers/benefits.

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.

Application Procedures:

Interested applicants should submit the following via the Online System for Clerkship Application and Review (OSCAR) accessible at <https://oscar.uscourts.gov> or via email to Dana_M_Wilson@gas.uscourts.gov: 1) a cover letter; 2) resume with class rank and honors; 3) law school transcript; 4) one (1) recent writing sample; and 5) three (3) work references.

**THE UNITED STATES BANKRUPTCY COURT FOR THE SOUTHERN DISTRICT OF
GEORGIA IS AN EQUAL OPPORTUNITY EMPLOYER.**