



## UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF MISSISSIPPI

### Vacancy Announcement #2018-03

Position: Term Law Clerk to U.S. Bankruptcy Judge (Pending Appointment)

Salary: JSP 11-14 (\$61,218 - \$134,038)  
(Depending upon qualifications)

Location: Aberdeen, Mississippi

Opening Date: Monday, July 16, 2018

Closing Date: Friday, August 31, 2018<sup>1</sup>

#### **Position Overview:**

The United States Bankruptcy Court for the Northern District of Mississippi is accepting applications for two term law clerks to United States Bankruptcy Judge Selene D. Maddox in Aberdeen, Mississippi, pending her appointment. Both positions will be appointed for a two-year term appointment with the possibility of extension not to exceed four years. This is a full-time, 40 hours per week position that requires some travel (including overnight). A law clerk to a United States Bankruptcy Judge performs substantive review, research, and writing on matters pending before the Court. There is daily interaction with the judge, other chamber's staff, and Clerk's office employees.

#### **Representative Duties and Responsibilities Include:**

- Reviews complaints, petitions, motions, and other pleadings that come before the Court to determine the issues involved and the basis for relief;
- Reviews dockets of pending litigation and monitors progress;
- Performs legal research;
- Identifies issues before the Court and makes recommendations;
- Provides information to the judge in connection with pending litigation;
- Drafts bench memos for the judge's consideration;

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<sup>1</sup> During the selection process, offers may be extended to selected candidates prior to the application deadline.

- Prepares orders and opinions, verifying citations;
- Prepares seminar materials;
- Keeps abreast of changes in the law and briefs the judge;
- Assists the judge during courtroom proceedings;
- Travels to attend conferences, hearings, and trials that are scheduled out of the area;
- Shares in the administrative tasks of chambers; and
- Performs other duties as assigned.

### **Qualification Requirements:**

For appointment at a JSP Grade 11, an applicant must be a law school graduate at the time of appointment (or be certified as having completed all law school studies and requirements and merely awaiting conferment of 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 or the Association of American Law Schools;
- Graduation from such a school with an LLM degree;
- Experience on the editorial board of law review or journal; or
- Demonstrated proficiency in legal studies, which in the opinion of the judge, is the equivalent of one of the above.

For appointments to JSP Grades 12 or 14, an applicant must also be a member of the Bar of a state, territorial, or Federal Court of general jurisdiction and must possess the following year(s) of full-time legal work experience after graduation from law school:

- JSP 12 - one year of legal work experience;
- JSP 13 - two years of legal work experience; or
- JSP 14 - two years of service as a federal judicial law clerk is required in addition to at least one year of legal work experience.

### **Benefits:**

Judicial Law Clerks appointed to “term” appointments are subject to Social Security and Medicare deductions, and are eligible for some of the same benefits as other federal employees such as:

- Ten paid federal holidays per calendar year;
- Paid annual and sick leave;
- Participation in the Federal Employees Health Insurance (FEHB) Program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), and Federal Employees Group Life Insurance (FEGLI) Program; and
- Supplemental benefits including health and dependent care reimbursements.

Term law clerks are not eligible to participate in the Federal Employees Retirement System (FERS) or the Thrift Saving Plan (TSP).

### **Applicant Information:**

Interviews will be held in Aberdeen, Mississippi and travel expenses cannot be reimbursed. Only the most qualified applicants will be considered for this position. As a condition of employment, background checks or investigations are mandatory for all new employees who are appointed to positions in the federal courts. An individual may be hired provisionally, pending successful completion of the necessary records checks. All court employees are “at will” employees, and therefore, may be removed from this position at any time. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. 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 indicates, or to fill more than one position, without any prior written or other notice.

### **Application Procedure:**

Submit **one document in PDF format** via e-mail to [MSNB\\_Jobs@msnb.uscourts.gov](mailto:MSNB_Jobs@msnb.uscourts.gov) that includes the following:

- A detailed cover letter;
- Current resume, including a list of three professional references;
- Writing sample, no more than ten pages in length; and
- A completed AO 78, Federal Judicial Branch Application for Employment (available on the court’s website at [www.msnb.uscourts.gov/sites/msnb/files/AO078.pdf](http://www.msnb.uscourts.gov/sites/msnb/files/AO078.pdf)).

Applicants who fail to submit all required documentation or who submit application materials through any other means other than as provided above will not be considered.