



## VACANCY ANNOUNCEMENT

United States Bankruptcy Court, District of Oregon

### VACANCY #2024-01

<b>POSITION:</b>	Term Law Clerk	<b>POSITION AVAILABLE:</b>	Position is available approximately June 2024.
<b>TYPE:</b>	Full-Time or the option of part-time from June to August 2024, then full-time starting in August 2024. This is a term appointment from June 2024 to August 2025. Further extensions may be considered but not to exceed 4 years.	<b>POSTING DATE:</b>	4/15/2024
<b>DUTY STATION:</b>	Portland, Oregon	<b>CLOSING DATE:</b>	Open until filled – Submit your application by 5/5/2024 to ensure consideration. We will continue to review applications received after 5/5/2024 until the position is filled.
<b>SALARY RANGE:</b>	Classification and Salary Range (based on January 1, 2024 pay tables): JSP 11 \$78,044-\$101,454 JSP 12 \$93,543-\$121,601 JSP 13 \$111,234-\$144,608  Pay is set based on qualifications, experience, and previous federal employment. See Pay Setting below.	<b>Check the status of this position on the court's website at</b>	<b><a href="http://www.orb.uscourts.gov">www.orb.uscourts.gov</a></b>

Judge Teresa H. Pearson of the United States Bankruptcy Court is now accepting applications for the full-time position of Term Law Clerk with administrative duties. This position will be available approximately June 2024.

### **Position Overview**

Assist the judge during court hearings and with drafting related opinions and orders, including research, proofreading and cite-checking. Perform substantive review and processing of proposed orders, chapter 13 cases scheduled for confirmation, attorney fee applications, and other bankruptcy case documents to determine issues involved and compliance with legal requirements. Prepare pre-hearing memoranda for the judge's review. Chambers administrative duties include answering the telephone; advising appropriate court personnel and parties on the status of particular cases; filing updates to treatises and other reference materials; and assisting the judge with administrative tasks including scheduling meetings and appointments and assisting with travel arrangements.

## **Qualifications**

At the time of the appointment, the applicant must be a law school graduate (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. Applicants preferred who were in the top third of their law school class or otherwise demonstrate excellence in academics or writing.

## **Additional Knowledge, Skills, and Abilities**

- Interest in bankruptcy law is preferred but not required.
- Excellent written and oral communication, proofreading, and administrative skills
- Strong organizational, analytic, and customer service skills, and attention to detail
- Ability to relate well with others in a small chambers group and maintain good rapport with the clerk's office and the Bar
- Maturity, good judgment, high ethical standards, and a positive work attitude
- Ability to multitask and consistently meet deadlines and targeted goals
- Excellent computer proficiency, including computer-assisted research skills and the ability to learn the court's software programs, toggle between various open software programs, and work with electronic files and folders
- Ability to maintain confidentiality
- Ability to telework from home or alternate work location in the event of an emergency office closure or other similar situation.

## **Pay Setting**

A law clerk's salary is set based on the assigned classification level. Classification levels are established based on legal work experience gained after graduation from law school and bar membership.

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while on military duty may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation from law school.

- JSP-11, step 1 (\$78,044) - Law school graduates with academic excellence and no legal work experience.
- JSP-12, step 1 (\$93,543) - One or more years of post-graduate legal work experience and bar membership of a state, territory, or federal court of general jurisdiction.
- JPS-13, step 1 (\$111,234) - Two or more years of post-graduate legal work experience and bar membership of a state, territory, or federal court of general jurisdiction.

Applicants who have prior federal experience may be eligible to match their highest previous rate of federal pay within the grade for which they qualify.

## **Application Instructions**

An application will be considered complete when all the required documents are properly submitted as instructed below. You may check the status of the position on the court's website at [www.orb.uscourts.gov](http://www.orb.uscourts.gov). The vacancy announcement will be removed when the position has been filled.

Applicants must apply through [OSCAR](#) (Online System for Clerkship Application and Review).  
Link: [Term Law Clerk Position for Judge Teresa Pearson \(OSCAR\)](#)

If you need assistance with using OSCAR contact their customer support:

Email: [oscar-support@ao.uscourts.gov](mailto:oscar-support@ao.uscourts.gov)

Telephone: (866) 666-2120

Hours: 8:00 AM-5:00 PM (Eastern Time)

Monday-Friday

**The following documents must be submitted in PDF format:**

*Important: Do not attach MS Word documents or documents in any other format other than PDF.*

**1. Cover letter:**

- Reference job vacancy number **#2024-01**
- Include an email address and phone number in your contact information
- Provide information that demonstrates your ability to meet the qualifications for this position.

**2. Resume which includes class rank and honors**

**3. Law School and Undergraduate Transcripts**

**4. Writing Sample**

**5. 3 Recommendations**

**General Information**

- Applicants must be a U.S. citizen or eligible to work in the United States.
- This is a sensitive position within the Judiciary. The successful candidate is hired provisionally, pending the results of a background check and favorable employment suitability determination.
- Employees must adhere to the Code of Conduct for Judicial Employees, which is available at: <https://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>.
- Appointment is AT WILL and can be terminated with or without cause by the court.
- Employees are subject to mandatory Electronic Funds Transfer for payroll deposits.
- The best qualified will be contacted for interviews. Candidates for interviews may travel at their own expense or be interviewed via telephone and/or videoconference.
- This vacancy announcement is posted on the court's internet web site at [www.orb.uscourts.gov](http://www.orb.uscourts.gov)

**Benefits**

The judiciary offers a number of exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate in the following benefits programs. Information about federal judiciary employee benefits and compensation can be found on the United States Courts website career page:

<https://www.uscourts.gov/careers/benefits>

- Paid Time Off (Full-time position)
  - 13 days of vacation per year for the first three years of service, 20 days of vacation per year after three years of service, 26 days of vacation per year after fifteen years of service
  - 13 days of sick leave per year
- 11 paid holidays per year
- Medical coverage with a government contribution (choose from a variety of plans, health premiums may be deducted as pre-tax dollars, optional participation)

- Vision and dental insurance (optional participation)
- Life insurance program with a government contribution (optional participation)
- Flexible Spending Program (pre-tax contributions for health/dependent care/transportation expenses, optional participation)
- Public transportation subsidy (dependent on fiscal year funding)
- Social Security coverage

*Note: this position is not eligible for participation in the Federal Employee Retirement System or Thrift Savings Plan (TSP) unless transferring without a break in service from a previously covered federal employee position.*

**The United States Bankruptcy Court for the District of Oregon is an Equal Opportunity Employer**

The United States Bankruptcy Court for the District of Oregon is an Equal Opportunity Employer and values diversity in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources at [hr@orb.uscourts.gov](mailto:hr@orb.uscourts.gov). The decision on granting reasonable accommodations will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the court may select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.