



VACANCY ANNOUNCEMENT

United States Bankruptcy Court, District of Oregon

VACANCY #2021-03

POSITION: Term Law Clerk

POSITION AVAILABLE: 8/16/2021

TYPE: Full-Time (1 year and 1 day - extension may be considered, not to exceed 4 years)

POSTING DATE: 5/14/2021

Location: Portland, Oregon

CLOSING DATE: Open until filled – Submit your application by 5/30/2021 to ensure consideration. We will continue to review applications received after 5/30/2021 until the position is filled.

SALARY RANGE: Classification and Salary Range:

JSP 11 \$68,992-\$89,695

JSP 12 \$82,694-\$107,507

JSP 13 \$98,334-\$127,835

JSP 14 \$116,201-\$151,058

Pay is set based on qualifications, experience, and previous federal employment. See Pay Setting below.

Check the status of this position on the court's website at www.orb.uscourts.gov

The United States Bankruptcy Court for the District of Oregon is accepting applications for a full-time Term Law Clerk. The position is available August 16, 2021 and will serve in the chambers of a retiring judge until October 2, 2021, then in the chambers of the newly appointed judge.

Position Overview

The Term Law Clerk duties include, but are not limited to, the following:

- Perform legal research.
- Draft legal documents addressing various issues arising in bankruptcy proceedings.
- Assist the judge during court proceedings and with review of proposed orders.
- Review motions, applications, petitions, complaints, and other pleadings filed with the Court to determine the issues involved and the basis for relief.
- Draft proposed opinions, memorandum decisions, and orders.
- Review electronic case files and brief judge on critical issues prior to hearing and trials.
- Present cases and motions to judge and explain (orally and in writing) the proposed recommendation and any choices to be made.
- Provide administrative office functions such as editing, proofreading, telephone communication, written correspondence, and scheduling.
- Keep abreast of changes in the law and brief the judge.
- Occasional travel to attend hearings and conferences.
- Perform other day-to-day law clerk duties as assigned.

Qualifications

To qualify for the position of law clerk on the personal staff of a federal judge, a person 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, and have demonstrated one of the following accomplishments or proficiencies:

- 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;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above. Some examples of criteria that are considered to be acceptable as equivalent include:
 - Publication of a noteworthy article in a law school student publication or other scholarly publication;
 - Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
 - Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
 - Participation in the legal aid or other law school clinical program sanctioned by the law school,* or
 - Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school, i.e., working one's way through college.*

(*To receive credit, participation and experience could not have been for *academic credit*.)

Additional Knowledge, Skills, and Abilities

- Experience 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

Pay Setting

The table below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable JSP grade level. Please note that appointment to JSP-12 or above requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction.

Legal work experience is progressively responsible experience in the practice of law, legal research, or 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 may not exceed one year if they occurred before graduation from law school.

Pay is set at step 1 for JSP grade levels 11-13 unless the applicant has prior federal work experience. Applicants with prior federal work experience may be eligible to match their highest previous rate of federal pay within the grade for which they qualify.

JSP Grade Level	Pay Setting	Years of legal work experience (after graduation from law school)	Bar Required
11	Step 1 - \$68,992	0	No
12	Step 1 - \$82,694	1	Yes
13	Step 1 - \$98,334	2	Yes
14	Step 1-10 \$116,201-\$151,058	3 <i>Note: 2 of the 3 required years of legal work experience must have been served in the federal judiciary as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate law clerk, or death penalty law clerk.</i>	Yes

Application Instructions

An application will be considered complete when all the required documents are properly submitted as instructed below.

Email the following required application documents to hr@orb.uscourts.gov and reference **Vacancy #2021-03** in the subject line.

Documents must be submitted in one combined PDF file in the following order:

Important: Do not attach MS Word documents or documents in any format other than PDF. The cover letter, resume, and any other documents you submit with the application must be combined into one PDF attachment in the order listed below. Do not attach more than one document to the email.

1. Cover letter:

- Reference job vacancy **#2021-03**
- Include an email address in your contact information

2. Chronological resume which includes:

- education
- class rank and honors
- work history
- names and addresses of employers
- dates of employment
- work performed
- significant accomplishments

3. Law school transcripts

4. Writing sample

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/file/document/code-conduct-judicial-employees-effective-march-12-2019>
- Excepted service appointments are “at will” and can be terminated with or without cause by the court.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The best qualified will be contacted for interviews. Due to the COVID-19 pandemic, interviews will be conducted via video conference.
- This announcement is posted on the court’s internet web site at <https://www.orb.uscourts.gov>
- Resume or enclosures will not be returned.

Benefits

- Federal Employee Health Benefits Program (FEHB)
- Federal Employees Dental & Vision Insurance Program (FEDVIP)
- Federal Employee Group Life Insurance Program (FGLI)
- Flexible Benefits Program (Health Care Reimbursement Account and Dependent Care Reimbursement Account)
- Judiciary Commuter Benefits Program (parking and transit)
- Federal Employee Group Long Term Care Insurance Program (FGLTC)
- Paid leave
- 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.

Information about federal judiciary employee benefits can be found on the United States Courts website career page: <https://www.uscourts.gov/careers/benefits>

Other Benefits:

- Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
- Flexible and alternative work schedule opportunities
- [Public Service Loan Forgiveness Program](#)
- Virtual learning through the Judiciary Online University

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

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 without prior notice. The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative by sending an email to hr@orb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case by case basis.