



## VACANCY ANNOUNCEMENT

United States Bankruptcy Court, District of Oregon

### VACANCY #2022-02

<b>POSITION:</b>	Term Law Clerk	<b>POSITION AVAILABLE:</b>	Position is available December 2022. Start date is negotiable, no later than January 2023.
<b>TYPE:</b>	Full-Time (1-2 years – further extensions may be considered but not to exceed 4 years)	<b>POSTING DATE:</b>	10/7/2022
<b>DUTY STATION:</b>	Eugene, Oregon	<b>CLOSING DATE:</b>	Open until filled – Submit your application by 11/4/2022 to ensure consideration. We will continue to review applications received after 11/4/2022 until the position is filled.
<b>SALARY RANGE:</b>	Classification and Salary Range: JSP 11 \$66,214-\$86,074 JSP 12 \$79,363-\$103,176 JSP 13 \$94,373-\$122,683  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>	<a href="http://www.orb.uscourts.gov">www.orb.uscourts.gov</a>

Chief Judge Thomas M. Renn 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 in December 2022.

### **Position Overview**

Assist the judge during court hearings and with drafting related opinions and orders, including 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**

- 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 in the event of an emergency office closure or other similar situation.

## **Pay Setting**

A law clerk 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 (\$66,214) - Law school graduates with academic excellence and no legal work experience.
- JSP-12, step 1 (\$79,363) - 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 (\$94,373) - 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.

Email the following required application documents to [hr@orb.uscourts.gov](mailto:hr@orb.uscourts.gov) and reference **Vacancy #2022-02** in the subject line.

### **Documents must be submitted in a combined single PDF file in the following order:**

Important: Do not attach MS Word documents or documents in any other 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 number **#2022-02**
- Include an email address 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 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/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)
- Resume or enclosures will not be returned.
- If a formal offer is extended, the successful applicant for this position will be required to attest to their COVID-19 vaccination status.

**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 Time Off
  - 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
- 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>

**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](mailto:hr@orb.uscourts.gov). The decision on granting reasonable accommodations will be made on a case-by-case basis.