



VACANCY ANNOUNCEMENT

United States Bankruptcy Court, District of Oregon

VACANCY #2023-03

POSITION: Term Law Clerk

TYPE: Full-Time (1-2 years)

DUTY STATION: Eugene, Oregon

SALARY RANGE: Classification and Salary Range (based on 2023 pay tables):

JSP 11 - \$69,107-\$89,835

JSP 12 - \$82,830-\$107,680

JSP 13 - \$98,496-\$128,043

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

POSITION AVAILABLE: Position is available February 2024

POSTING DATE: 10/5/2023

CLOSING DATE: Open until filled – Submit your application by 11/5/2023 to ensure consideration. We will continue to review applications received after 11/5/2023 until the position is filled.

Check the status of this position on the court's website at

<https://www.orb.uscourts.gov/employment>

Chief Judge Thomas M. Renn of the United States Bankruptcy Court for the District of Oregon is now accepting applications for the full-time position of Term Law Clerk. This position will be available in February 2024.

Position Overview

The primary function of this position is research and writing with other duties assigned. Other duties include assisting 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 may 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.

Applicant must possess excellent writing, research, analytic, and administrative skills, an interest in bankruptcy law, and be proficient with word processing and computer-assisted research. Applicant must have the ability to relate well with others in a small chambers group, maintain good rapport with the clerk's office and the Bar, and maintain confidentiality. Additionally, the applicant must be able to multitask, meet targeted goals and deadlines, as well as exhibit high ethical standards and a positive work attitude.

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 (\$69,107) - Law school graduates with academic excellence and no legal work experience.
- JSP-12, step 1 (\$82,830) - 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 (\$98,496) - 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 employment page at <https://www.orb.uscourts.gov/employment>. The vacancy announcement will be removed when the position has been filled.

Applicants can apply through [OSCAR](#) (Online System for Clerkship Application and Review) or by submitting application documents to hr@orb.uscourts.gov. **Do not submit your application to both OSCAR and hr@orb.uscourts.gov.**

Link: [Vacancy 2023-03 Term Law Clerk – Judge Renn](#)

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

Email: oscar-support@ao.uscourts.gov

Telephone: (866) 666-2120

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

Monday-Friday

The following 4 documents must be submitted in PDF format:

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

*Application documents submitted to hr@orb.uscourts.gov must be submitted as a **single PDF** in the order listed below.*

1. Cover letter:

- a. Reference job vacancy number **#2023-03**
- b. Include an email address and phone number in your contact information.
- c. Provide information that demonstrates your ability to meet the qualifications for this position.

2. **Resume, include 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 candidates will be contacted for interviews. Interviews will be conducted via video conference.
- This vacancy announcement is posted on the court's employment page at <https://www.orb.uscourts.gov/employment>

Vaccination Information

If a formal offer of employment is extended, the successful applicant for this position will be required to attest to their COVID-19 vaccination status. The successful candidate must be fully vaccinated against COVID-19 as defined by the U.S. CDC (Centers for Disease Control and Prevention), absent an approved medical or religious exemption, and submit proof of full vaccination prior to their start date with the court. If an exemption is approved, the successful candidate will be required to submit and report COVID-19 test results on a routine basis and may be required to wear a mask.

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
 - 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.

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 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. 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.