



UNITED STATES BANKRUPTCY COURT – DISTRICT OF COLORADO

US Custom House
United States Bankruptcy Court
721 19th Street
Denver, Colorado 80202

Law Clerk – Temporary

Vacancy Announcement: 2021-02-USBC

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| POSITION: | Law Clerk – Temporary (6 – 9 months) |
| POSITION TYPE: | Full-time, Permanent (Mon – Fri, 8am-5pm) |
| SALARY RANGE: | JSP Grades 11-13 (\$70,883 – \$131,337). |
| OPEN DATE: | Tuesday, March 2, 2021 |
| CLOSING DATE: | Open Until Filled |
| DUTY STATION: | Denver, Colorado |

This position will be appointed to the chambers of Judge Joseph G. Rosania, Jr. for the U.S. Bankruptcy Court for the District of Colorado in Denver. The temporary judicial law clerk researches issues of law, attends court proceedings, and makes recommendations to the assigned judicial officer based on the law. There is daily interaction with the judicial officers and other law clerks concerning legal and court-related issues. This position also requires the judicial law clerk to answer chambers phone calls, maintain the judicial officer’s calendar, and schedule hearings.

This appointment will be based on the Temporary Emergency Fund (TEF) and a temporary position of six (6) months and may be extended to nine (9) months. This temporary position will include healthcare benefits and be placed on the Leave Act.

Minimum Qualifications

To qualify for the position of law clerk, an 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 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;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstration of proficiency in legal studies, which in the opinion of the judge, is equivalent to one of the above.

To qualify for grade 12 in the Judicial Salary Plan (JSP), one year of legal work experience following law school graduation is required. To qualify for JSP grade 13, two years of legal work experience following law school graduation is required. Except for grade 11, the applicant must be a member of the bar of a state, territory, or federal court of general jurisdiction.

Legal work experience is defined as progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service 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.

Preferred Qualifications

It is preferred that applicants took bankruptcy in law school or have experience in the bankruptcy field or comparable practice areas. Applicants must be highly skilled in legal research and writing, and must be able to use Westlaw, Lexis and Microsoft Office. Familiarity with electronic case filing and management systems is preferred. Applicants must be able to quickly process and resolve complex issues. Excellent verbal, written and interpersonal skills, maturity, judgment and discretion are required.

Additional Information

This position is considered a **temporary** appointment. Law clerks appointed to temporary appointments are subject to social security deductions and are eligible for healthcare coverage. Temporary law clerks are not eligible to participate in the retirement system or the Thrift Savings Plan.

Employees must adhere to the judiciary's Code of Conduct. In addition, this position is subject to mandatory fund transfer (EFT) participation, adherence to 8 U.S.C. § 1324b(a)(3)(B) regarding hiring of lawful permanent residents, and an FBI fingerprint and/or background check. Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

HOW TO APPLY

All qualified applicants should submit the following on OSCAR at: <https://oscar.uscourts.gov> or if you have issues with OSCAR, please email them to COD_HRD@cod.uscourts.gov

- Application form AO78 (Download it [here](#) and save it into your computer prior to filling in)
- Cover letter & current resume;
- Two letters of professional reference;
- Writing sample.

Incomplete applications and applications received after the closing date may not be considered.

THE UNITED STATES COURTS ARE AN EQUAL OPPORTUNITY EMPLOYER