



UNITED STATES BANKRUPTCY APPELLATE PANEL FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	Bankruptcy Appellate Panel Staff Attorney
LOCATION:	Pasadena, California
SCHEDULE:	Full time, 40 hours per week
TERM:	Position currently scheduled to end as of September 30, 2012.
CLASSIFICATION LEVEL/SALARY:	Starting Salary Range: CL 27: \$51,158 - 83,126 CL 28: \$61,294 - 99,671 <i>depending on salary, qualifications, experience and court budget</i>
CLOSING DATE:	Open until filled <i>Priority consideration given to applications received by May 18, 2012.</i>

ABOUT THE COURT

The Bankruptcy Appellate Panel (“BAP”) is located in the United States Courthouse at 125 South Grand Avenue, Pasadena, California. This is a beautifully-restored historical landmark, conveniently located just off the 210 and five minutes from the 110 in a picturesque residential neighborhood. The courthouse has free parking directly across the street, award-winning architecture and beautiful landscaping.

POSITION OVERVIEW

The incumbent will be one of three staff attorneys employed by the Bankruptcy Appellate Panel (BAP), and will report to the BAP Clerk. The incumbent will review and analyze appeals pending before the BAP. Work consists primarily of written interaction with six BAP Judges' chambers throughout the Circuit, their law clerks, other BAP staff attorneys and various court staff. Maturity, excellent analytical skills, good judgment, high ethical standards, flexibility in handling project assignments, ability to meet deadlines, and a positive work attitude are required.

This position may end as of September 30, 2012. There may be an opportunity for extended employment, depending on budget and other staffing issues.

REPRESENTATIVE DUTIES

- Summarize and analyze motions and make recommendations for resolution
- Research, review and analyze lower court dockets and records
- Conduct jurisdictional reviews of pending cases and resolve related issues
- Conduct research on legal issues relevant to court practices and pending cases
- Draft court orders
- Perform case management by drafting and issuing clerk's office orders
- Participate in court meetings
- Work with public regarding filings and answer procedural and technical questions
- Special projects and programs as needed

JOB REQUIREMENTS

Applicant must be a law school graduate and be a member of a bar of a state, territorial or federal court of general jurisdiction. At least one year of relevant legal experience after graduation from law school is required. Preference will be given to applicants with legal experience in the areas of appellate practice, bankruptcy law and/or judicial clerkships. At least one year of post-graduate legal experience is necessary for classification level 27; at least two years are necessary for classification level 28.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or a permanent resident applying for citizenship. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. Employees are hired provisionally pending the results of a background investigation and fingerprinting, and are subject to a probationary period. Employees agree to abide by the Judicial Code of Conduct. Direct deposit of pay required.

APPLICATION INFORMATION

Please send your resume and cover letter to: bap@ca9.uscourts.gov

To ensure consideration, please submit these materials by **Friday, May 18, 2012**.

If an interview is scheduled, applicant will be required to submit a writing sample and references. Undergraduate and law school transcripts also are required. Successful applicants will be subject to a records check with law enforcement. Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed.

**The Bankruptcy Appellate Panel For The Ninth Circuit is an
Equal Opportunity Employer and Values Diversity in the Work Place.**