



United States Bankruptcy Court District of Arizona

230 North First Ave., Ste. 101
Phoenix, Arizona 85003-1706
(602) 682-4000

Vacancy Announcement

Announcement No: 12-01 PHX

Position:	Term Law Clerk
Location:	Phoenix Office
Opening Date:	September 5, 2012
Closing Date:	September 19, 2012
Position Type:	Full-Time Temporary (1 year 1 day from date of appointment, employment beyond September 30, 2013 is contingent on funding)
Salary Range:	JSP 11, Step 1-10 (\$58,715 - \$76,327) JSP 12, Step -10 (\$70,376 - \$91,487)* Depending upon qualifications, experience, salary history and funding availability*

Introduction:

The U.S. Bankruptcy Court for the District of Arizona is seeking a temporary Term Law Clerk. This position is located in the Phoenix Office. Funding for this position is approved through September 30, 2013, and may be extended beyond this date.

Duties of the Position:

Filings by pro se litigants comprise more than 20% of the consumer bankruptcy caseload for the district. This position will assist in administering the court's various initiatives focused on assisting the court's seven judges in matters with pro se litigants. Responsibilities include, but are not limited to:

- Assist judges with legal research projects on an "as needed" basis.
- Assist in coordinating court programs with existing pro bono education programs and serve as liaison with state bar to provide pro bono services in support of these programs.
- Respond to internal and external inquiries on pro se legal and procedural matters.
- Develop and maintain written resource materials for pro se litigants including self-help educational materials, forms and handbooks.
- Draft orders in all requests for fee waivers.
- Handle all pre-trial practice or motions filed by pro se parties, subject to judge review.
- Develop and maintain a library of legal research memos and materials on pro se issues which confront judges and clerk's office staff on a recurring basis.
- Undertake a research project, which would canvas the circuit for law and rules that impose special requirements on procedures and pleadings involving a pro se party and prepare an educational outline which can be shared with all other bankruptcy courts in the Ninth Circuit.

Qualifications:

Candidates must be a law school graduate and have excellent research and writing skills. Bankruptcy legal experience with at least one year as either a bankruptcy practitioner, law clerk or staff attorney is highly preferred.

Applicant Information:

Applications will be screened for qualifications and the best qualified applicants will be invited for a personal interview.

Judicial Code of Ethics prohibits the practice of law while employed by the court.

Employees of the United States Bankruptcy Court are "At-Will" employees and are not covered by the Office of Personnel Management's civil service classifications or regulations.

*All promotions are based on successful performance and subject to approval by the Administrative Office of the U.S. Courts and would be effective only when funds become available.

Applicant must be a United States citizen or eligible to work in the United States.

This position is subject to a mandatory FBI fingerprint background check or investigation. Appointment is provisional and retention is contingent upon the successful completion of the background check.

This position may not be covered under the leave act.

Travel and relocation expenses cannot be reimbursed.

This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

Benefits Information

- Optional enrollment in a *federal health, dental and vision insurance*.
- Optional enrollment in a *federal employees group life insurance*.
- Optional enrollment in a *group long-term disability insurance program*.
- Optional enrollment in a *flexible spending program* - Pre-tax contributions to cover annual medical, dental, dependent care and commuter expenses.
- Optional enrollment in *long term care insurance*.
- Ten paid *federal holidays* per year.
- *Creditable service* time in other federal agencies and/or the military.

How to Apply:

Submit your cover letter, resume, and three business references to:

*U.S. Bankruptcy Court
Attention: Human Resources Department
230 N. First Ave., Ste. 101
Phoenix, AZ 85003-1727
or via email: HR_12-01@azb.uscourts.gov*

(Include Announcement No. 12-01 PHX on your cover letter and resume)

The United States Bankruptcy Court District of Arizona is an Equal Opportunity Employer.