



**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF WASHINGTON**

VACANCY ANNOUNCEMENT 13-02

Position Title: Judicial Term Law Clerk
Position Term: Full-Time for one year, beginning in September 2013
Location: Spokane, Washington
Salary: JSP 11-14 (\$57,408 - \$125,695)
Based Upon Qualifications and Experience
Closing Date: Open Until Filled

The United States Bankruptcy Court for the Eastern District of Washington is accepting applications for a judicial term law clerk position in Spokane. The Bankruptcy Court supports three bankruptcy judges, two of whom are located in Yakima, and one of whom is located in Spokane. The office serves an area of 20 counties.

Position Overview: This position is a one-year term and is expected to begin in September 2013. The judicial term law clerk serves as a legal advisor to a newly appointed bankruptcy judge, including assisting in the management of bankruptcy cases and adversary proceedings, researching a variety of legal issues, drafting orders, memoranda and opinions, and attending trials and other court proceedings. There is daily interaction with the judge concerning legal and court-related issues. Effective interaction with members of the bar, other chambers staff, and clerk's office staff is essential to this position.

Minimum Qualification Requirements: To qualify for the position, one must be a law school graduate at the time of appointment with a strong academic record and must possess excellent research, writing, and communication skills, and computer proficiency in Windows. Good character, maturity, and willingness to work long hours if necessary are required. Bar membership, law review membership, completion of a bankruptcy class while in law school, and post-graduate experience in bankruptcy is a benefit.

Employment Information: The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees serve under excepted appointments and are considered “at will” employees. As such, employment can be terminated with or without cause at any time. While court employees are not covered by federal civil service classifications or regulations, they are entitled to many of the same benefits as other federal employees. These benefits include: Participation in the Federal Employee’s Health Benefits Program, participation in a group life insurance program, participation in a group long-term disability insurance program, participation in a pre-tax flexible spending account plan for dependent care expenses and medical/dental expenses not covered by health insurance, a minimum of ten (10) paid holidays per year, and prescribed salary progression based on acceptable performance. All employees are required to adhere to a code of conduct. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. As a condition of employment, the selected candidate must successfully complete an FBI fingerprint check and background investigation. Applicants must be U.S. citizens or eligible to work in the United States.

Application Process: To apply, applicants should submit a cover letter, current resume with one or two letters of reference, law school transcripts, and a writing sample in PDF format to personnel@wab.uscourts.gov.

This position will remain open until filled. Candidates must travel for interviews at their own expense. No relocation expenses will be provided.