



# United States Bankruptcy Court District of Arizona

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

## Vacancy Announcement No: 14-04 PHX

<b>Position:</b>	Temporary Term Law Clerk
<b>Location:</b>	Phoenix Office
<b>Opening Date:</b>	March 3, 2014
<b>Closing Date:</b>	March 17, 2014
<b>Position Type:</b>	Full-Time Temporary through September 30, 2014
<b>Start Date:</b>	May 1, 2014
<b>Salary Range:</b>	JSP 11, Step 1-9 (\$59,302 - \$75,116) JSP 12, Step 1-3 (\$71,080 - \$75,818)* 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, 2014.

### Duties of the Position:

The position involves extensive research and writing on a wide range of issues that arise in federal bankruptcy proceedings. Responsibilities include, but not limited to:

- Substantively review pleadings and prepare bench memos.
- Draft orders/opinions on pending matters.
- Respond to internal and external inquiries on pro se legal and procedural matters.
- Assist judges with legal research projects on an "as needed" basis.
- Additional legal and administrative duties may be assigned from time to time.

### Qualifications:

Candidates must be a law school graduate and have excellent research and writing skills. Familiarity with bankruptcy law is highly preferred, which may include serving as an extern with a bankruptcy court, course work, or working with a bankruptcy practitioner. Bar membership and one year of post-graduate legal work experience is required for appointment at the JSP 12 level.

**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.

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.

\*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.

**How to Apply:**

*Submit your cover letter, resume, law school transcript, writing sample 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\\_14-04@azb.uscourts.gov](mailto:hr_14-04@azb.uscourts.gov)*

***(Include Announcement No. 14-04 PHX)***

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