

United States Bankruptcy Court Northern District of New York

VACANCY ANNOUNCEMENT EQUAL EMPLOYMENT OPPORTUNITY

POSITION TITLE: Temporary Law Clerk to Bankruptcy Judge
Effective October 1, 2009 (if funding is available)

ANNOUNCEMENT NUMBER: 09-Utica-02

ANNOUNCEMENT DURATION: Open Until July 15, 2009

JUDICIAL SALARY PLAN GRADE: JSP 9 - JSP 11 (depending on qualifications and experience)

SALARY RANGE: \$46,625 - \$73,329 (Depending upon Qualifications)

POSITION DESCRIPTION/OVERVIEW:

This position is for a term to be agreed upon by the Judge and the Law Clerk. This position is located in the U.S. Bankruptcy Court, Utica, New York. The successful candidate will be responsible for the following representative duties.

REPRESENTATIVE DUTIES:

Assists the Judge in performing all or any combination of the following:

- legal research and writing;
- drafting of memoranda, assistance with orders and opinions;
- reviewing pleadings;
- attending hearings and trials;
- and other duties as assigned.

QUALIFICATIONS:

Must be a graduate from an accredited law school. Must have excellent academic credits as well as demonstrated research and writing skills.

DESIRABLE QUALIFICATIONS:

- Detail oriented
- PC knowledgeable
- Mature, responsible, reliable and organized

- The ability to take initiative and work in a self-directed team environment
- Excellent oral and written communication and analytical skills
- Professional demeanor
- Possess an understanding of court processes and procedures
- Bankruptcy or commercial law practice is preferred.

Apply by submitting cover letter, writing sample and resume with GPA and class standing marked **PERSONAL AND CONFIDENTIAL AND MAIL TO:**

United States Bankruptcy Court
Alexander Pirnie Federal Building
10 Broad Street, Suite 230
Utica, New York 13501

ATTN: Diana Roy - PERSONAL AND CONFIDENTIAL

INFORMATION FOR APPLICANTS:

The Court reserves the right to modify the conditions of this vacancy announcement or to withdraw this vacancy announcement or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This position is subject to mandatory participation for payment of net pay with Direct Deposit. Applicants must present document of proof of citizenship for employment eligibility. The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

The selected candidate will be subject to a background and fingerprint check as a condition of employment. Employment will be considered provisional until the background and fingerprint check is completed.

Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for the position. If you are not notified by us, it means another candidate within the recruitment process had either more experience or higher qualifications and was selected.

The applicant selected will be employed AT WILL at the discretion of the Bankruptcy Judge. A knowledge/skills/abilities assessment may be required of applicants considered for interviews.

This position may become permanent after January 1, 2010 and could possibly be classified up to a JSP 14 level depending on qualifications.

EMPLOYEE BENEFITS

Temporary employees of the United States Bankruptcy Court are not included in the government Civil Service Classification program or the Federal Employees Retirement System. They are, however, entitled to some benefits if their employment is for one year and one day or longer. Some of these benefits are:

- 10 paid holidays per year
- Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing service comp date.
- Participation in Social Security
- Participation in the Federal Health Insurance Program
- Participation in the Federal Employees Group Life Insurance Program.

<u>JSP Grade Level</u>	<u>Years of Legal Work Experience</u>	<u>Bar Membership Required</u>
9	0	No
11	1	No