

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF NEW YORK**

**VACANCY ANNOUNCEMENT/CLERKSHIP
EQUAL EMPLOYMENT OPPORTUNITY**

**Position Title: Law Clerk to The Honorable Margaret Cangilos-Ruiz,
United States Bankruptcy Judge, Syracuse Division**

Announcement No. 09-Syracuse 02P

**Announcement Duration: Open Until Filled. All resumes and supporting
materials will be reviewed as received. Select
interviews will be scheduled until the position is
filled.**

Term to Commence: October 1, 2009

**Judicial Salary Plan: JSP 9-JSP 14 (depending on qualifications and whether
Applicant is applying from within or outside federal
judiciary)**

Position Overview

The law clerk provides legal, administrative and clerical support to the Judge in chambers utilizing two law clerks in lieu of a secretary and one law clerk. The law clerk's responsibilities will be divided in an approximate 70/30 split between traditional law clerk duties and administrative duties.

Traditional law clerk responsibilities (70%): Reviews all complaints, motions and pleadings that have been filed to determine issues involved and basis for relief. Prepares proceeding and bench memos and drafts memorandum-decisions as requested. Performs research as required. Maintains liaison between the Court and litigants; corresponds with other court officials and litigants. Evaluates procedures. Reviews dockets of pending cases to assure proper progress. Keeps the judge advised of those cases where action is appropriate. Compiles and prepares periodic reports, as required. Identifies problem areas, makes recommendations and offers solutions. Keeps abreast of changes in the law to aid the Judge in adjusting to new legislation. Advised appropriate personnel on status of particular cases. Performs other duties as assigned.

Administrative responsibilities (30%): Provides management, administrative and secretarial assistance; answers and screens telephone calls to judge's chambers; meets and handles the public; processes incoming mail and answers general inquiries; drafts, edits and organizes orders, both in paper and in electronic format; handles pleadings submitted to chambers; types correspondence, memoranda and orders; proofreads and edits materials for grammar, spelling accuracy and word usage; reviews outgoing mail and assembles and attaches supplemental material as required; organizes, maintains and updates filing system; coordinates judge's schedule, travel arrangements and prepares travel vouchers; coordinates meetings and appointments and assists courtroom deputy in maintaining electronic court calendar; orders

office supplies; becomes thoroughly familiar with electronic filing system; oversees training for new law clerks and interns; works closely with personnel with the local Court, the Administrative Office of the United States Courts and other associated federal agencies, as required; must maintain an attentiveness and understanding of chambers matters; performs other duties as assigned.

Minimum Qualification Requirements:

Strong legal research, excellent academic credentials, analytical and writing skills a must. Proficient administrative and organizational skills, computer, internet research and Word skills are essential. Previous federal law clerk experience or private sector litigation experience is highly desired as is law review or other journal writing. A candidate must exhibit good character and maturity. Bar membership is not required for appointment. Bankruptcy/commercial law course work and progressively responsible experience in the practice of law, legal research, legal administration or equivalent experience is preferred.

Information for Applicants:

Candidates should submit a cover letter, resume, two writing samples, three references, law school and undergraduate transcripts with GPA and class ranking and Reference the Above Announcement Number to:

**United States Bankruptcy Court
James M Hanley United States Courthouse and Federal Building
P.O. Box 7007
100 South Clinton Street
Syracuse, New York 13261**

ATTN: Mary Ann Tangorre, HR Specialist, PERSONAL AND CONFIDENTIAL

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 prior written notice. This position is subject to mandatory participation for payment of net pay with Direct Deposit. Applicants must present proof of citizenship for employment eligibility. The 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 expected, the Court may only communicate to those individuals who are 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.

The clerkship is a term of one to a maximum of three years. If a candidate is currently a federal career law clerk, the term may be longer.

EMPLOYEE BENEFITS

Employees of the United States Bankruptcy Court are not included in the government Civil Service Classification program or the Federal Employment 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 your service computation date.
- Participation in social security
- Participation in the Federal Health Insurance Program
- Participation in the Federal Employees Group Life Insurance Program