

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



NOTICE OF VACANCY

The United States Bankruptcy Court for the Northern District of New York is dedicated to providing exceptional public service and facilitating diversity, equity, and inclusion in the Judiciary's workforce.

*The United States Bankruptcy Court for the Northern District of New York (Utica Division) is accepting applications for the position of a confidential **Term Law Clerk** serving the Honorable Diane Davis, United States Bankruptcy Judge. **The Court is currently holding proceedings telephonically and/or virtually due to the COVID-19 pandemic; however, the Term Law Clerk is expected to be present and working in the Utica Bankruptcy Court.***

Position Title:	Term Law Clerk
Announcement Number:	21-UTI-02
Location:	Utica, New York
Announcement Duration:	Open until filled
Term to Commence:	Immediately
Classification Level:	Judicial Salary Plan (Table RUS: JSP 11-13, depending on legal work experience) (An appointment at JSP-12 or above requires at least two full-time years of experience gained after law school graduation)
Salary Range:	Depending on legal work experience JSP 11 (\$64,649-\$84,049) JSP 12 (\$77,488-\$100,738) JSP 13 (\$92,143-\$119,787)

POSITION OVERVIEW:

The Term Law Clerk's responsibilities will be divided between administrative and traditional law clerk duties. The Term Law Clerk works cooperatively with the second Term Law Clerk in order to effectively

support the Chief Judge in fulfilling her judicial responsibilities. The appointment will be effective through March 5, 2023.

ADMINISTRATIVE DUTIES:

Handles administrative matters, correspondence, and other functions as assigned by the Chief Judge. Manages the Chief Judge's telephone calls, in-person visitors, and answers general inquiries concerning office operations. Reviews and makes a recommendation regarding incoming mail and routes the same to the appropriate destination. Organizes library subscriptions and treatises. Assists with reporting and other administrative duties as needed.

LAW CLERK DUTIES:

The Term Law Clerk will perform the following duties as assigned by the Chief Judge: Travel arrangements and reimbursements. Drafts, reviews, and edits orders. Conducts legal research, drafts and reviews memoranda and oral decisions. Within the confines of the Judicial Code of Conduct, communicates with counsel and pro se litigants regarding case management and procedural requirements. Reviews motions and proposed orders scheduled for the default motion calendar. Reviews, makes recommendations upon, and responds to requests for Orders to Show Cause and Orders Shortening Notice. Reviews pleadings for motion term calendars, contested matters and adversary proceedings, prepares proceeding memorandum, and makes recommendations on a case-by-case basis. Observes court proceedings. Provides legal research and writing assistance to the Chief Judge. Researches and prepares CLE materials and participates in CLE presentations sponsored by the Court and local bar associations.

MINIMUM QUALIFICATIONS:

To qualify for the position of Term Law Clerk, an individual must be a graduate of an ABA accredited law school and satisfy one or more of the following requirements: standing within the top 25% of his or her law school class; experience on the editorial board of a law review or moot court board; and/or participation in clinical programs approved by the law school.

The following qualifications are preferred: prior experience as a career law clerk or law clerk to a state or federal judge; prior professional work experience, including bankruptcy and commercial law experience; and ties to the geographic area. A willingness to relocate to the Utica area during the clerkship term is required.

At the time of appointment, an individual must demonstrate the following proficiencies: superior research, analytical, and writing skills, excellent oral and written communication and interpersonal skills, strong administrative and organizational skills, and the ability to take initiative, work independently, meet deadlines, and work cooperatively in a team environment.

BENEFITS:

Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. These benefits include the following:

- Ten (10) paid federal holidays.
- Paid annual and sick leave.
- Participation in the Federal Employees' Health Benefits Program (FEHB).
- Participation in the Federal Employees' Group Life Insurance Program (FGLI).
- Participation in the Federal Employees' Group Long Term Disability Program (FGLTD).
- Participation in a group long term care insurance through the Federal Judiciary or the Office of Personnel Management (OPM).

APPLICATION PROCESS:

Qualified applicants should submit a letter of interest, current resume, writing sample, undergraduate and law school transcript, two (2) letters of recommendation, and a completed AO-78 Application for Federal Employment* to:

United States Bankruptcy Court, Northern District of New York
Attn: Sean Garrow, Human Resources
James T. Foley United States Courthouse
445 Broadway, Suite 330
Albany, New York 12207

Or by email to:

Jobs@nynb.uscourts.gov

*Application forms (AO-78) are available in fillable format at <http://www.nynb.uscourts.gov/>. Please type all information. If your application does not provide all information requested, or if your application packet is incomplete, you may not be considered for this position.

Only qualified applicants will be considered for this position. Relocation expenses are not reimbursable.

ADDITIONAL INFORMATION:

The Term Law Clerk must be a U.S. Citizen or eligible to work in the United States. Employment is subject to a satisfactory background investigation, including an FBI fingerprint check and criminal records check. Retention depends upon favorable results.

Judicial employees are required to adhere to a Code of Ethics and Conduct. The applicant selected will be employed at will and at the discretion of Chief Judge Davis and may be terminated with or without cause.

The Federal Financial Management Reform Act requires direct-deposit of federal wages.

Due to the expected number of applicants for this position, the Court will only contact qualified applicants who are invited for an interview.

THE UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF NEW YORK
IS AN EQUAL OPPORTUNITY EMPLOYER