

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



VACANCY ANNOUNCEMENT

The United States Bankruptcy Court for the Northern District of New York is accepting applications for the positions of Career Law Clerk and Term Law Clerk to new judicial appointee Patrick G. Radel. It is anticipated that the Court will be holding proceedings telephonically and/or virtually; however, the law clerks may be expected to be present and working in chambers at the Bankruptcy Court. A hybrid (in-person/remote) work schedule may be considered for the Career Law Clerk position.

Position Titles:	Judicial Law Clerk (Career) Judicial Law Clerk (Term)
Announcement Number:	23-01
Location:	Career Clerk – Utica, New York through Fall of 2024 (to be determined thereafter, with court relocation to Albany, New York anticipated) Term Clerk - Utica, New York
Announcement Duration:	May 5, 2023 – until filled
Term to Commence:	Career Clerk – June 2023 Term Clerk – September 2023
Classification Level:	Judiciary Salary Plan (JSP) Grade 11-14, depending on legal work experience, qualifications, and bar membership
Salary Range:	\$69,107 to \$151,308

POSITION OVERVIEW:

The law clerks' responsibilities will be divided between administrative and traditional law clerk duties. The law clerks will work cooperatively to effectively support the Judge in fulfilling his judicial responsibilities. The term appointment will be effective for one (1) year but is renewable if agreed upon by the parties.

ADMINISTRATIVE DUTIES:

The law clerks handle administrative matters, correspondence, and other functions as assigned by the Judge. Manage the Judge's schedule, telephone calls, and in-person visitors. Answer general inquiries concerning office operations. Review and make a recommendation regarding incoming mail and routes the same to the appropriate destination. Organize library subscriptions and treatises. Assist with reporting requirements and other administrative duties as needed.

LAW CLERK DUTIES:

The law clerks will perform the following duties as assigned by the Judge. Drafts, review, and edit orders. Conduct legal research, draft and review memoranda and oral decisions. Within the confines of the Judicial Code of Conduct, communicate with counsel and pro se litigants regarding case management and procedural requirements. Review motions and proposed orders scheduled for the default motion calendar. Review, make recommendations upon, and respond to requests for Orders to Show Cause and Orders Shortening Notice. Review pleadings for motion term calendars, contested matters and adversary proceedings, prepare proceeding memorandum, and make recommendations on a case-by-case basis. Observe court proceedings. Provide legal research and writing assistance to the Judge. Research and prepare CLE materials and participate in CLE presentations and civic outreach programs sponsored by the court or local bar associations. Perform such other duties as required to meet the needs of the Judge and court.

MINIMUM QUALIFICATIONS:

To qualify for the position of a 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: experience as a law clerk to a local, state, or federal judge; prior professional work experience, including bankruptcy and commercial law experience. Ties to the geographic area and/or a willingness to relocate to upstate New York during the clerkship term is preferred.

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, and work cooperatively in a team environment. Maintaining a professional and respectful demeanor at all times is required.

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:

- Eleven (11) paid federal holidays.
- Accrual of 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).
- Enrollment in the Federal Employee Retirement System (Career Clerk)
- Enrollment in Thrift Saving Plan (Career Clerk)

APPLICATION PROCESS:

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

Human Resources, U.S. Bankruptcy Court, at Lisa_Cardinal@nynb.uscourts.gov

or by mail or delivery to:

United States Bankruptcy Court, Northern District of New York
Attn: Lisa Cardinal, Human Resources
James T. Foley U.S. Courthouse
445 Broadway, Suite 330
Albany, NY 12207

*Application forms (AO-78) are available in fillable format at <https://www.nynb.uscourts.gov/employment/>. 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 law clerk must be U.S. Citizens 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 at the discretion of Judge Radel 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 these positions, 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