



UNITED STATES BANKRUPTCY COURT

NORTHERN DISTRICT OF NEW YORK

www.nynb.uscourts.gov

Vacancy Announcement 26-SYR-03

Position: Temporary Law Clerk

Duty Location: Syracuse, New York

Salary: JSP 11/1 (\$74,678) –
JSP 12/1 (\$89,508)**

Opening Date: August 11, 2026

Closing Date: Open Until Filled

***Salary Based Upon Qualifications and experience.*

Position Overview

The United States Bankruptcy Court for the Northern District of New York seeks applicants to fill one judicial law clerk position for a one-year term as a Temporary Bankruptcy Law Clerk commencing on or after October 1, 2026. This is a temporary position and is subject to the availability of funds that were approved by the Administrative Office of the United States Courts through September 30, 2027. Please note that FY 2027 funding is subject to possible reductions in the judiciary's interim and final financial plans.

This is a shared position supporting the Court's two judges who cover the Court's Syracuse, Utica and Albany Divisions. Duties include researching a variety of legal issues, attending trials and other court proceedings, drafting opinions, screening motions, and preparing routine orders. The caseload in the jurisdiction is heavy. Travel between the divisions may be required, as needed. Remote work would be considered for the right candidate, with commensurate experience. Please indicate your preference for remote work in your cover letter.

The judicial law clerk will work primarily on Chapter 11 corporate matters and routine consumer matters. In particular, the judicial law clerk will work on that subset of cases involving corporate bankruptcy filings, Subchapter V cases and related adversary proceedings. With respect to the

consumer matters that comprise a large percentage of the District's cases, the judicial law clerk will work on confirmation hearings and relief sought by creditors.

Minimum Qualifications

Applicant must be a law school graduate at time of appointment, preferably have a standing within the upper one-third of the law school class, and possess excellent research, writing, and proofreading skills. Proficiency in Windows, Microsoft Office, Westlaw, and LEXIS is required. Applicants must be admitted to practice law in at least one state or be scheduled to take or have taken the Bar Exam. Preference will be given to applicants who have a substantive familiarity with bankruptcy law, a solid base of understanding of commercial law, post law school employment experience, or have experience as an intern or law clerk to a federal judge. Familiarity with electronic case filing and management systems is preferred. Experience on the editorial board of law review or moot court, and/or the publication of noteworthy articles will also be considered. The successful candidate should be responsible, possess excellent organizational, administrative, and interpersonal skills, be a self-starter, always maintain a professional demeanor, be able to work harmoniously with others, and communicate effectively both orally and in writing.

Application and Selection Procedures

Qualified applicants are invited to submit a current resume together with a cover letter, two letters of recommendation, undergraduate and law school transcripts, a writing sample that has not been edited by anyone other than the applicant and a completed AO-78 Application for Federal Employment. (Application form (AO-78) is available in fillable format at: <https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>.)

Applicants must apply electronically through the Online System for Clerkship Application and Review (OSCAR) at <https://oscar.uscourts.gov/>, Hon. Wendy A. Kinsella, U.S. Bankruptcy Judge or by emailing a complete application packet to Kelly_Griffith@nynb.uscourts.gov. Applications are reviewed upon receipt, and first consideration will be given to applications received by September 11, 2026. Interviews may be conducted during the application period on a rolling basis.

*The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior notice. The Court will only communicate with those individuals who are invited for an interview. Applicants selected for interviews must travel at their own expense or may request to interview via video; the Court does not provide relocation expenses.

Information for Applicants

- **Starting salary is based on prior legal work experience and is subject to the policies and guidelines set forth in the Judicial Salary Plan; salary for this temporary position cannot exceed JSP 12/1 (currently \$89,508 for a Syracuse Duty Station).
- Applicants must be United States citizens or eligible to work for the federal government.
- All applicant information is subject to verification. Providing false and/or misleading information may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

- The Court will conduct a criminal background check of the person selected for this position. Due to the sensitive nature of this position, candidates may be asked about their criminal history, and are required to answer questions 19-21 on Official Form AO-78, prior to advancing in the selection process. Although a criminal history is not in itself disqualifying, the Court will consider all available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual when determining the individual's suitability for employment.
- All Court employees are "at will" employees, and the selected candidate may be removed from this position at any time if the employee fails to perform at a satisfactory level.
- All Court employees are required to adhere to the Code of Conduct for Judicial Employees.
- This Court provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and interviewing process, please notify a local human resources representative by email to Lisa.Cardinal@nynb.uscourts.gov. The decision on granting reasonable accommodations will be made on a case-by-case basis.
- All Court employees are required to receive payment of net pay by direct deposit via electronic funds transfer (EFT).

Employee Benefits

- Eleven (11) paid national holidays
- Health Benefits under the Federal Employees Health Benefits Program
- Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan
- Accrual of paid annual leave (13 days per year) and paid sick leave (13 days per year)
- Local Court Benefits include telework opportunities, on-site Federal Occupational Nurse, and an on-site gym.

The United States Bankruptcy Court for the Northern District of New York is an Equal Employment Opportunity Employer