

United States Bankruptcy Court - Western District of Tennessee
Revised February 10, 2015 - Notice of Position Vacancy

Position Title: Term Law Clerk

Position Number: 15-02

Starting Salary: JSP 11 (\$58,562) – JSP 13 (\$83,468)

Start Date: March 2015

Closing Date: First review of applications will take place February 23, 2015

General Information

The United States Bankruptcy Court for the Western District of Tennessee is accepting resumes for the position of Term Law Clerk for its Memphis office. This position is a term appointment scheduled to expire one year and one day from the date of appointment. The judge has the option to extend the appointment at his/her discretion, but not to exceed four years from the date of appointment.

Law Clerks appointed to term appointments are subject to social security deductions and are eligible for health, dental, vision and life insurance coverage and participation in the judiciary supplemental benefit programs. The incumbent is not eligible to participate in the retirement system or Thrift Savings Plan. The incumbent is eligible to accrue vacation and sick leave.

Qualifications

To qualify for the position of Term Law Clerk, the applicant must be a law school graduate at the time of appointment with academic standing within the upper third of the class and must possess excellent research, writing, and communication skills. Membership (along with active participation) in law review, moot court, and/or a publication in a law review journal is strongly preferred.

Preferred Skills: Prior experience as a judicial law clerk, or four years legal experience, or a combination of the two.

Information for Applicants

- Applicant must be a U.S. citizen or eligible to work in the United States.
- The Federal Financial Reform Act requires direct deposit of federal wages for court employees.
- All court employees are “at will” employees, and therefore the appointee may be removed from this position at any time during or after the one year probationary period if, after reasonable on-the-job training, the appointee fails to perform at a satisfactory level.
- The selected candidate for this position is subject to a background check as a condition of employment.
- The Court reserves the right to modify the conditions of this job announcement, to fill more than one vacancy from this announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written or other notice.

Procedures for Applying

To be considered for this position, please submit the following:

- Application for Judicial Branch Federal Employment - (Link to this document is found on the court's web site at www.tnwb.uscourts.gov under Job Opportunities)
- Cover letter and resume (include position number)
- Two writing samples

Documents may be submitted in PDF format to: employment@tnwb.uscourts.gov; or mailed to: United States Bankruptcy Court, ATTN: HR 15-02, 200 Jefferson Ave., Suite 413, Memphis, TN 38103.

The United States Bankruptcy Court is an Equal Opportunity Employer.