

CAREER OPPORTUNITY

Judicial Law Clerk – Term Pittsburgh, Pennsylvania JS 11-13, \$60,453 - \$86,164



U.S. Bankruptcy Court
Western District of
Pennsylvania

www.pawb.uscourts.gov

U.S. Steel Tower
54th Floor
600 Grant Street
Pittsburgh, PA 15219

An Equal Opportunity
Employer

Position: Judicial Law Clerk – Term

Annual Salary: \$60,453 - \$86,164 (depending upon qualifications), JS 11-13

Position Location: Pittsburgh, PA

Application Deadline: March 25, 2016

Position Summary:

The United States Bankruptcy Court for the Western District of Pennsylvania (the "Court") is accepting applications for a full-time Judicial Law Clerk – Term in our Pittsburgh office, to work for Judge Carlota M. Böhm. The position involves researching and writing on a wide range of issues that arise in federal bankruptcy. The successful candidate will substantively review pleadings, prepare bench memos, draft orders on matters pending before the Judge, and perform additional duties including: verifying citations, managing the case docket, office management, and other legal and administrative duties as assigned. This is a one year appointment, available as of April 4, 2016, with optional extensions.

Requirements:

For consideration, applicants must be law school graduates with strong academic records and possess excellent legal research, analytical and writing skills. Preference will be given to those who possess at least one year of post-graduate legal work experience. The ability to communicate effectively both verbally and in writing is critical. The ability to conduct computer-assisted legal research and word processing is required. Excellent interpersonal and organizational skills, including the ability to manage multiple tasks, are essential.

Benefits:

The selected applicant is eligible for a choice of health, dental and vision insurance coverage from a variety of plans. Participation in the Federal Health Insurance, Life Insurance, and Flexible Spending Plans is optional. The selected applicant will be paid ten (10) holidays per year.

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Miscellaneous:

Employees of the Court serve under “Excepted Appointment” and are considered “At-Will” employees. This position is considered a sensitive position. Appointment is provisional and retention is contingent upon the successful completion of an appropriate background check.

How to Apply:

Applicants must submit the following information electronically by 5 p.m. on March 25, 2016: a *Federal Judicial Branch Application for Employment* (Form AO 78), a cover letter and resume. Before an offer of employment is made, references must be provided for any current and previous places of employment. Instructions and forms for applying electronically are available at: <http://www.pawb.uscourts.gov/career-opportunities>.

Please **DO NOT CALL OR EMAIL** the Court inquiring about the position. Due to the anticipated high volume of applications, the Court cannot respond to inquiries.

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check, with periodic reinvestigation, if applicable.

All appointments also subject to mandatory electronic funds transfer.
