

CAREER OPPORTUNITY

Judicial Law Clerk – Term Erie, Pennsylvania \$60,210 to \$85,816 (JS 11 to 13)

Position: Judicial Law Clerk - Term
Annual Salary: \$60,210 - \$85,816 (potential range), JS 11 to 13
Position Location: Erie, PA
Deadline to apply: Until filled

Position Overview:

The United States Bankruptcy Court for the Western District of Pennsylvania (the "Court") is accepting applications for a full-time, 40 hour per week term law clerk position in our Erie Office. The Incumbent will work for Judge Thomas P. Agresti. The position will involve research and writing on a wide range of issues that arise in federal bankruptcy. The Incumbent will substantively review pleadings, prepare bench memos, and draft orders on matters pending before the Judge. **The position is available as of June 1, 2017**, for one year through May 31, 2018, with optional extensions based on performance review and eligibility through May 2021.

Minimum Qualifications:

For consideration, applicants must be law school graduates with strong academic records and possess excellent research and writing skills. Preference will be given to those who possess two or more years of legal work experience, case management skills and the ability to work independently in a production oriented, high-volume work environment. A degree of familiarity with bankruptcy law and procedure is required.

To qualify for appointment at a JS Grade 11, Step 1 (\$60,210), an applicant must be a law school graduate. For this position, an applicant must also possess the equivalent of one year of full-time legal work experience after graduation from law school. Substitutions for the one year of experience are permitted and include the following:

- Graduation in the upper third of a law school class;
- Experience on the editorial board of a law review; publication of a noteworthy article in a law school student or scholarly publication;
- Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
- Winning of a moot court competition or membership on a moot court



U.S. Bankruptcy Court
Western District of
Pennsylvania

www.pawb.uscourts.gov

U.S. Courthouse
Room B250
17 South Park Row
Erie, PA 16501

An Equal Opportunity
Employer

Judicial Law Clerk - Term, Erie, Pennsylvania

on trial team that represents the law school in competition with other law schools; participation in the legal aid or other law school clinical program; or,

- Summer experience as a law clerk to a Federal or State judge, or, law clerk experience on a continuous basis in a private firm while attending law school.

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

For appointment at a JS Grade 12, Step 1 (\$72,168), an applicant must meet the qualifications for a JS Grade 11, possess one additional year of full-time legal work experience after graduation from law school (no substitutions permitted) AND be a member of the Bar of a state, territory, or Federal Court of general jurisdiction.

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

For appointment at a JS Grade 13, Step 1 (\$85,816), an applicant must meet the qualifications for a JS Grade 12 and possess at least one additional year of full-time legal work experience after graduation from law school (no substitutions permitted).

Duties:

Include, but are not limited to the following:

All appointments also subject to mandatory electronic funds transfer.

- Prepare pre-hearing/trial case summaries using the Court's electronic calendaring program, including CHAP;
- Perform legal research, and prepare and proof read memos, orders, correspondence and opinions for the Judge's consideration;
- Review dockets of pending litigation and monitor progress;
- Provide information to the Judge in connection with pending litigation;
- Assist the Judge during courtroom proceedings;
- Monitor and report on the Court's Loss Mitigation Program;
- Demonstrate a proficiency in computer technical skills, including set up and use of iPad, iPhone, Surface Pro, and similar devices along with related applications and accessories as Chambers liaison when interfacing with Court IT Personnel; and,
- Possess and demonstrate familiarity with MS Office (primarily Word and Excel but also PowerPoint), Adobe, Word Perfect, and Lotus Notes software applications and general understanding of networking of computer systems, including trial presentation software.

Judicial law clerks are also responsible for clerical/administrative duties. The position involves interaction with staff of the Clerk's office and members of

Judicial Law Clerk - Term, Erie, Pennsylvania

the Bar. Incumbent communicates with counsel, court officials, and litigants regarding procedural requirements.

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, Group Long Term Disability, Flexible Spending Plan and Commuter Reimbursement Plans is optional. The selected applicant will be paid ten (10) holidays per year.

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:

Qualified candidates may submit application materials via U.S. Mail or through OSCAR, the central online system, at: <https://oscar.uscourts.gov>. At the home page, click on the Registration tab and follow the Applicant instructions. Applicants will be required to submit a cover letter, resume, writing sample, law grade sheet, and three reference letters. Before an offer of employment is made, references must be provided for any current and previous places of employment.

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.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

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.
