

CAREER OPPORTUNITY

Judicial Law Clerk – Term Pittsburgh, Pennsylvania JS 11-13, \$63,953 - \$91,150



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 (2019 – 2020)

Annual Salary: \$63,953 - \$91,150 (depending upon qualifications), JS 11-13

Position Location: Pittsburgh, PA

Application Deadline: Open until filled. However, priority will be given to materials received by August 9, 2019.

Available: September 1, 2019

Position Summary:

The United States Bankruptcy Court for the Western District of Pennsylvania (the "Court") is accepting applications for a full-time Judicial (Term) Law Clerk reporting to Judge Gregory L. Taddonio in our Pittsburgh office. The position involves extensive research and writing on a wide range of issues that arise in federal bankruptcy proceedings. The successful candidate will substantively review pleadings, prepare bench memos, draft opinions and orders on pending matters, 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 September 1, 2019.

Requirements:

For consideration, applicants must be law school graduates with strong academic records (graduating in the top 25% of their law school class) and possess excellent legal research, analytical, and writing skills. Preference will be given to those who possess at least two years of post-graduate legal work experience. The ability to conduct computer-assisted legal research and word processing is required. Applicants should possess and demonstrate familiarity with MS Office (primarily Word, Excel, and PowerPoint). Excellent interpersonal and organizational skills, including the ability to manage multiple tasks, are essential.

Duties:

Include, but are not limited to the following:

- Prepare pre-hearing case summaries and post-hearing proceeding memos;
- Perform legal research and prepare legal memoranda and orders;
- Assist the Judge during courtroom proceedings;

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- Monitor and prepare quarterly status reports on pending cases;
- Demonstrate a proficiency in computer technical skills and serve as the liaison when interfacing with the Court's IT personnel; and
- Supervise and manage the intern program maintained in Chambers.

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.

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 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 two 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 E-MAIL the Court inquiring about the position. Due to the anticipated high volume of applications, the Court cannot respond to inquiries. 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.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement or to fill the position, any of which may occur without prior written or other notice.

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.
