CAREER OPPORTUNITY

Judicial Law Clerk - Term
Erie, Pennsylvania
JS 11-13, $64,649 - $92,143
(depending on qualifications)

U.S. Bankruptcy Court
for the
Western District of
Pennsylvania

17 South Park Row
Erie, PA 16501

www.pawb.uscourts.gov

Position: Judicial Law Clerk – Term
Annual Salary: JS 11-13, $64,649 - $92,143 (depending on qualifications)
Position Location: Erie, PA
Application Deadline: Open until filled. The position is available as of July 12, 2021.

Position Summary:

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 involves 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. This is a one-year appointment with optional extensions at the Judge's discretion.

Minimum Qualifications:

For consideration, applicants must be law school graduates with strong academic records and possess excellent research, writing and computer/IT 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. Prior bankruptcy law experience preferred but not required.

To qualify for appointment at a JS Grade 11, Step 1 ($64,649), 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 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.

For appointment at a JS Grade 12, Step 1 ($77,488), 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.

For appointment at a JS Grade 13, Step 1 ($92,143), 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:

- Prepare pre-hearing/trial case summaries using the Court's electronic calendaring program, including CHAP.
- Perform legal research, and prepare and proofread 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.
- 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 the Bar. The 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 e-mail to ken_wargo@pawb.uscourts.gov 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.

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