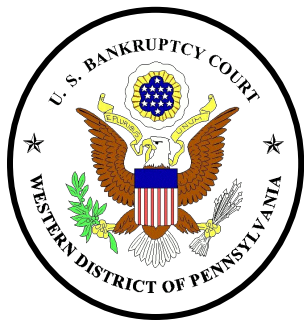


# CAREER OPPORTUNITY

## Judicial Law Clerk – Term Pittsburgh, Pennsylvania JS 11-13, \$68,323 - \$97,378



**U.S. Bankruptcy Court  
Western District of  
Pennsylvania**

[www.pawb.uscourts.gov](http://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 (2023-2024)

**Annual Salary:** \$68,323 - \$97,378 (depending upon qualifications)  
JS 11-13

**Position Location:** Pittsburgh, PA / Will Consider Remote-Telework

**Application Deadline:** Open until filled. However, priority will be given to materials received by 5 p.m. on December 1, 2022.

**Available:** March 1, 2023

### **Position Summary, Requirements, and Duties:**

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 Jeffery A. Deller in our Pittsburgh office. The position involves extensive research and writing on a wide range of issues that arise in or relate to federal bankruptcy proceedings. The successful candidate will substantively review pleadings, assist the Court at hearings and trials, prepare bench memos, draft opinions and orders on pending matters, interface with the bar and other constituencies, and perform additional duties including verifying citations, managing the case docket, office management, preparing educational materials utilizing PowerPoint and other forms of media, and will perform other legal and administrative duties as assigned. This is a one-year appointment, available March 1, 2023.

For consideration, applicants must be law school graduates and possess excellent legal research, analytical, and writing skills. 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, be a self-starter, and meet deadlines), professionalism, and adherence to ethical rules and confidentiality are essential.

## Judicial Law Clerk – Term, Pittsburgh, Pennsylvania

### **Benefits:**

The selected applicant is eligible for a choice of health, dental, and vision insurance coverage from a variety of plans. Participation in these plans, along with life insurance and flexible spending plans is optional. The selected applicant will be paid eleven (11) 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 email to:

[JudgeDellerChambers@pawb.uscourts.gov](mailto:JudgeDellerChambers@pawb.uscourts.gov)

Please include "Application: Judicial Law Clerk – Term (2023-2024)" in the email subject line.

All application materials should be emailed in PDF format, and should include a cover letter, resume, writing sample, transcript, and identify two references with knowledge of the applicant's quality of work and work ethic. Also, before an offer of employment is made, references must be provided for any current and previous places of employment.

**Except for submitting application materials in the manner set forth above, 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.**

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**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.**

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