



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK**

www.mdb.uscourts.gov

MARK A. NEAL
Clerk of Court

Thomas C. Kearns
Chief Deputy

**VACANCY ANNOUNCEMENT
JUDICIAL LAW CLERK**

ANNOUNCEMENT NUMBER: 18-10

APPOINTMENT: Term (2 years)

LOCATION: Baltimore, Maryland

AREA OF CONSIDERATION: Open to all

OPENING DATE: November 2, 2018

CLOSING DATE: The position is open until filled. First preference will be given to qualified applicants whose applications are received by November 21, 2018

SALARY RANGE: \$68,036 - \$126,062
(JSP 11/01 – JSP 13/10)

POSITION SUMMARY:

The United States Bankruptcy Court for the District of Maryland, Chief Judge Nancy V. Alquist, is seeking applicants to fill one full-time judicial law clerk position that will begin on or after January 1, 2019. This position is for a two-year term.

Upon mutual agreement of Chief Judge Alquist and the successful candidate, and position availability, this term position may be converted to a career position (salary range to JSP 14/10 – \$148,967).

REPRESENTATIVE DUTIES:

The judicial law clerk is primarily responsible for researching a variety of legal issues, writing memoranda, drafting opinions, assisting in case management and performing general chambers administrative duties. Judicial law clerks provide counsel to the Judge and members of chambers staff on legal matters affecting the administration of bankruptcy laws, and perform other duties as assigned by the Judge.

Administrative duties include accurately and expeditiously transcribing orders, opinions, correspondence and other work product as drafted by the judge; receiving, screening, and referring telephone and in person callers; responding to basic questions related to the status and scheduling of cases; arranging and managing the judge's schedule; making travel arrangements and preparing travel vouchers for the judge; arranging meeting and conference agendas; filing correspondence, orders, notices, and opinions in the court's electronic filing system; reviewing daily reports to identify new filings; screening cases for potential conflict and maintaining recusal list; and reviewing and certifying time, attendance and leave records for chambers staff.

QUALIFICATIONS:

Applicants must be a law school graduate and possess excellent research, writing and computer skills. Proficiency in MS Office, Westlaw and Lexis and advanced proficiency in Word is required along with a professional demeanor and exceptional organizational, interpersonal, and communication skills. Applicants must be admitted to practice law in at least one state or scheduled to take the Bar Exam. Bar membership and at least one year of experience are required for salary placement above a JSP 11.

Preferred Qualifications

Prior bankruptcy practice experience or training is preferred. Experience on the editorial board of law review or moot court/and or publication of noteworthy articles is desired.

BENEFITS:

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, benefits are similar and include paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, and a professional work environment. Salary will be based upon experience and qualifications in accordance with JSP guidelines.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete a background check. Employment will be considered provisional pending the successful completion of the background check and a favorable suitability determination. Electronic Funds Transfer (EFT) for payroll deposit is required.

HOW TO APPLY:

Applications are fully confidential.

All interested persons must submit a **single** PDF containing:

- Cover letter;
- Resume;
- Completed AO 78 Application Form, which may be obtained at www.mdb.uscourts.gov;
- Law school transcript, if applicant has graduated law school within the last five years;
- Two writing samples (of no longer than 15 pages each) that have not been edited by anyone other than the applicant; and
- The names and contact information for three professional references. Please note that references will not be contacted unless authorized by the applicant.

Application packages must be emailed to Jobs@mdb.uscourts.gov (please include "Judicial Law Clerk" in the subject line). **Please note that applications that are not submitted as a single PDF or are incomplete will not be considered.**

Interview travel expenses and relocation expenses will not be reimbursed. The court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees," which is available for review upon request.

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without

any prior written or other notice. Please be aware that due to the volume of applications, only candidates selected for an interview will be contacted.

THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER