

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MISSOURI**



VACANCY ANNOUNCEMENT

Position: Term Law Clerk
Salary Range: JSP 11-13 (\$67,439 - \$96,119)
(Grade based on education and prior federal judiciary law clerk experience)
Opening Date: May 20, 2022
Closing Date: August 31, 2022

Position Overview and Duties: The United States Bankruptcy Court for the Eastern District of Missouri is accepting applications for a two year Term Law Clerk to start in fall 2023. Principal duties include legal research; drafting bench memoranda, orders, and opinions; reviewing pleadings and proposed orders; assisting with seminar materials; and assisting with administrative and clerical chambers functions including correspondence, scheduling, and required reporting. Applicant will be bound by the ethical standards established by the Judge and the Code of Conduct for Judicial Employees.

Qualification Requirements: Requires a Juris Doctor degree. Preferred qualifications include demonstrated interest in bankruptcy, commercial law and/or litigation through education, activities, intern or externships, or prior legal or non-legal work experience; strong writing skills, including for publication; managerial, organizational, computer, and computer-assisted legal research skills; the ability to take the initiative in problem solving and the skills to meet and manage changing priorities and demands in a distracting environment.

Residency in the St. Louis, Missouri Metropolitan Statistical Area will be required, as well as some occasional travel.

Employee Benefits: Judicial staff employees are covered by the Judiciary Salary Plan (JSP). The Term Law Clerk will be subject to Social Security deductions and will be eligible for health, dental, vision, and life insurance coverage, and participation in the judicial supplemental benefit program. This position is subject to mandatory electronic fund transfer participation for payment of net pay. This Court is an equal opportunity employer. Selected candidates will be subject to a background check.

Application Procedure:

Applicants must apply through the Online System for Clerkship Application and Review (OSCAR) at <https://oscar.uscourts.gov>.

Diverse and non-traditional applicants are encouraged to apply. Applicants must be members in good standing, or have a pending application to become a member in good standing, with a state, territory, or federal court of general jurisdiction. Cover letters should be tailored to this position and explain specifically why applicants seek to clerk in this chambers. Please include class rank on resumes. For applicants from schools that do not rank, please include a statement to that effect. Please limit writing samples to fifteen pages each and note whether any sample was edited or reviewed by any other person. Excerpts of longer pieces should be submitted with an attached explanation of why you selected the specific excerpt. Applicants selected for an interview may be asked to submit supplemental information.

This Court is not authorized to reimburse travel expenses for interviews or relocation.