UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MISSOURI

VACANCY ANNOUNCEMENT

Position: **Term Law Clerk**
Salary Range: **JSP 11-13 ($64,948 - $92,568)**
(Grade based on education and prior federal judiciary law clerk experience)
Opening Date: **July 2, 2020**
Closing Date: **August 30, 2020**

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. Principal duties include legal research; drafting bench memoranda, orders, and opinions; reviewing pleadings and orders to determine the issues involved and the basis for relief; assisting with seminar materials; and providing 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. Applicants must be members in good standing, or have a pending application to become a member in good standing, with a state bar.

Residency in the St. Louis, Missouri Metropolitan Statistical Area will be required, as well as some monthly 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. Please include class rank on resumes, but note that, in light of the current conditions, the Judge will consider graduates with pass/fail or non-numerical grades from spring semester 2020. Please note whether writing samples were edited or reviewed by any other person. Applicants who are selected for an interview will be required to provide letters of recommendation and other supplemental information.

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