

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



**VACANCY ANNOUNCEMENT**

**Position:** Term Law Clerk  
**Salary Range:** JSP 11-13 (\$70,649 - \$100,694)  
(Grade based on education and prior federal judiciary law clerk experience)  
**Opening Date:** August 28, 2023  
**Closing Date:** January 26, 2024 or until filled

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**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 2024. Principal duties include legal research; drafting bench memoranda, orders, and opinions; reviewing pleadings and orders to evaluate the issues involved and the basis for relief; supervising externs; assisting with legal education materials; and providing administrative and clerical chambers functions including correspondence, scheduling, and required reporting. Applicants 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 obtained prior to an applicant's start date. Applicants must be members in good standing with bar membership of a state, territory, or federal court of general jurisdiction or have a pending application to become a member in good standing with a bar of a state, territory, or federal court of general jurisdiction. Preferred qualifications include: (1) demonstrated interest in bankruptcy, commercial law, and/or litigation through education, activities, intern or externships, or prior legal or non-legal work experience; (2) strong legal research and writing skills, including by publication; (3) managerial, organizational, and computer skills; (4) the ability to take initiative in problem-solving; and (5) the skills to meet and manage changing priorities and demands. Diverse and non-traditional applicants are encouraged to apply.

This is an on-site position, requiring regular attendance in Judge Clair's chambers. 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>. Initial interviews will occur virtually.

Applicants should include their class rank on their resume; applicants from schools that do not rank should include a statement to that effect on their cover letter or resume. Please note whether writing samples were edited or reviewed by any other person. Each writing samples should not exceed 15 pages in length. Excerpts of longer pieces may be submitted; applicants opting to do such are encouraged to affix an explanation of why the specific excerpt was selected. Applicants who are selected for an interview will be required to provide supplemental information.

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