

Career Opportunity 2013-02

Position: Judicial Term Law Clerk

Location: Milwaukee, Wisconsin

Opening Date: November 29, 2012

Closing Date: December 14, 2012

Starting Salary: JSP 11-13 (\$59,389 - \$84,647, Depending on Experience)

POSITION OVERVIEW

The U.S. Bankruptcy Court has an opening for a term law clerk beginning in January 2013. The successful candidate would assist the court with legal research and writing, as well as other chambers duties. Candidates should possess good writing and analytical thinking skills, be able to work independently and have good attention to detail. This is a term position for one year.

QUALIFICATIONS

A degree from a law school of recognized standing in the upper one-quarter of the class. Applicant must possess excellent research and computer skills, be organized, a team player and highly motivated.

Prior legal experience is preferred. Law Review experience, publication of a noteworthy article in a law school publication or other scholarly publication, or moot court experience are preferred.

For consideration at the JSP 13 level, candidates must have two years of legal work experience and bar membership.

BENEFITS

Benefits available under this position include:

- Ten paid holidays per year
- Federal Employees' Health Benefits
- Federal Employees' Group Life Insurance
- Flexible Benefits Program

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- Commuter Benefit Program
- Transit Subsidy Program
- Use of on-site fitness facility

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

APPLICATION INFORMATION

- Employees of the U.S. Bankruptcy Court are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.
- The U.S. Bankruptcy Court is a part of the judicial branch of the United States Government.
- The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice.
- The candidate selected will undergo an FBI fingerprint check, an FBI name check and a National Crime Information Center check.
- The court is an equal opportunity employer.
- Candidates should provide a cover letter, resume, references, and writing sample.
- Application materials should be emailed to hr_wieb@wieb.uscourts.gov or sent by U.S. Mail marked "Personal and Confidential" to:

Cyndee A. Hoehn
Administrative Support Technician
U. S. Bankruptcy Court
Eastern District of Wisconsin
517 East Wisconsin Avenue, Room 126
Milwaukee, WI 53202