

UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF WISCONSIN

VACANCY ANNOUNCEMENT 19-03

Position: **JUDICIAL LAW CLERK (TERM)**

Opening Date: **January 29, 2019**

Closing Date: **Open until filled; preference given to applications received by February 15, 2019**

Salary Range: **\$63,749 - \$90,859 (JSP 11/01 - JSP 13/01)
(depending upon qualifications and experience)**

Location: **Milwaukee, WI**

POSITION SUMMARY:

The United States Bankruptcy Court for the Eastern District of Wisconsin is accepting resumes and applications for the position of Judicial Law Clerk to the Honorable Katherine Maloney Perhach. This position will be available as soon as possible. Duties include researching a variety of legal issues, drafting memoranda and opinions, reviewing orders, and handling miscellaneous day-to-day clerical assignments.

The term is one year with the possibility of being converted to two years.

MINIMUM PREFERRED QUALIFICATIONS:

Applicant must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of a law degree) from an accredited law school, and have one or more of the following attributes:

- Standing within the upper third of his or her law school class;
- Experience on the editorial board of a law review; or
- Other demonstrated proficiency in legal analysis, which in the opinion of the judge, is the equivalent of one of the above, including but not limited to the following:
 - Publication of a noteworthy article in a law school publication or other scholarly publication;
 - Special high-level honors for academic excellence in law school, such as election to the Order of the Coif;
 - Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
 - Participation in the legal aid or other law school clinical program sanctioned by the law school without receiving academic credit for the same; or
 - Summer experience as a law clerk to a state or local judge or a law clerk experience on a continuing basis in a private firm while attending school.

PREFERRED ADDITIONAL QUALIFICATIONS

A strong academic background and excellent research and writing skills.

Exceptional managerial, organizational, computer, computer-assisted legal research, and word processing skills.

Punctuality and an ability to meet deadlines.

Membership in good standing with a state bar.

Ability to maintain confidentiality.

Sound judgment, maturity, and tact; dependability, responsibility, and ability to work independently as a self-starter with demonstrated initiative and problem-solving skills.

Ability to work quickly and harmoniously with others in a team-based environment.

Ability to communicate effectively and present a poised professional appearance and demeanor at all times.

Excellent people skills and time management skills; ability to effectively meet and manage changing priorities and demands in a distracting environment.

Significant bankruptcy experience, either as a practitioner or as a law clerk.

Knowledge of the Bankruptcy Code, bankruptcy procedures, and court rules.

Note: Only qualified applicants will be considered for this position.

REPRESENTATIVE DUTIES:

Review complaints, petitions, motions, and other pleadings that come before the Court to determine the issues involved and the basis for relief;

Review dockets of pending litigation and monitor progress;

Screen motion and draft orders for judge's review;

Perform legal research;

Identify issues before the Court and make recommendations;

Provide information to the judge in connection with pending litigation;

Draft bench memos for the judge's consideration;

Proofread orders and opinions and verify citations;

Maintain liaison between the Court and litigants;

Communicate with counsel, court officials, and litigants regarding procedural requirements;

Keep abreast of changes in the law and brief the judge;

Assist the judge during courtroom proceedings;

Travel to attend conferences, hearings, and trials that are scheduled out of the Milwaukee area (required);

Share in the administrative tasks of chambers; and

Perform other duties as assigned.

SALARY AND BENEFITS:

The actual pay level will be established on the basis of the successful applicant's qualifications and experience in accordance with the Judicial Salary Plan of the U.S. Courts. The position does not carry the tenure rights of positions in the competitive Civil Service. A benefits package is available and includes ten paid holidays per year, health insurance, life insurance, long-term care insurance, dental and vision insurance, and flexible spending accounts. The position also is subject to mandatory Electronic Funds Transfer (EFT) participation of net pay.

INFORMATION FOR APPLICANTS:

The U.S. Bankruptcy Court is a part of the judicial branch of the United States Government

Applicants must be United States citizens or eligible to work in the United States.

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.

Employees 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.

The successful candidate for the position is subject to a background check or investigation, which includes an FBI fingerprint check.

Employees of the Federal Judiciary are hired as excepted service, "at will" employees.

The United States Bankruptcy Court for the Eastern District of Wisconsin is an Equal Opportunity Employer.

APPLICATION PROCEDURE:

An Application for Judicial Branch Employment (Form AO-78) is available on our website at www.wieb.uscourts.gov under the "Court Information/Careers" page. In a cover letter accompanying a detailed resume and an AO-78 Application for Judicial Branch Employment, please specify how you satisfy the qualifications listed above. Any resume submitted without the required cover letter addressing those qualifications will not be considered. Please submit application materials electronically to hr_wieb@wieb.uscourts.gov or by mail marked "Personal & Confidential" to:

U.S. Bankruptcy Court
Attention: Human Resources
517 East Wisconsin Avenue, Room 126
Milwaukee, WI 53202