

UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF WISCONSIN

CAREER OPPORTUNITY # 21-03

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

Opening Date: **February 22, 2021**

Closing Date: **March 17, 2021 (or until filled)**

Salary Range: **JSP 13-14 (\$96,124 - \$147,664 annually, depending on experience)**

Location: **Milwaukee, WI**

POSITION SUMMARY:

The United States Bankruptcy Court for the Eastern District of Wisconsin is accepting applications for the position of Judicial Law Clerk (career) to new judicial appointee Rachel Blise. This position will be available as early as March 29, 2021. Duties include serving as the principal administrative manager of chambers responsible for overseeing the work of term law clerk, managing the docket and the court's hearing calendar, assuring reporting requirements are met, and assisting with other administrative matters. Additionally, the career law clerk will function as a traditional law clerk in, for example, providing legal support to the judge by conducting legal research, attending hearings, trials and other court proceedings, and drafting court minutes, opinions, and orders.

MINIMUM QUALIFICATION REQUIREMENTS:

The applicant must be a licensed attorney and a graduate of an accredited law school and have the following attributes:

- Superior research and writing skills;
- Strong analytical ability;
- Excellent verbal, written, and interpersonal skills;
- At least two years of legal experience after law school; and
- A working knowledge of the Bankruptcy Code and Rules.

The preferred applicant is very organized, a self-starter, and capable of managing a variety of administrative and legal tasks in an efficient manner. Previous law clerk experience or experience practicing bankruptcy law is preferred.

PREFERRED ADDITIONAL QUALIFICATIONS

- Exceptional managerial, organizational, computer, computer-assisted legal research, and word processing skills.
- 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 time management skills; ability to effectively manage changing priorities and demands in a distracting environment.

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

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 (JSP) of the U.S. Courts. To qualify for grade 13 in the JSP, two years of legal work experience following law school graduation is required. To qualify for JSP grade 14, three years of legal work experience following law school graduation is required, and two of the three years must have been served as a law clerk in the federal judiciary. Bar membership is also required. Although not included in the federal government's Civil Service classification, the law clerk enjoys substantially the same benefits as other federal government employees. The available benefits package includes ten paid holidays per year, health insurance, dental and vision insurance, life insurance, long-term care insurance, flexible spending accounts, enrollment in the Federal Employment Retirement System and the Thrift Savings Plan. 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 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 that 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 at www.wieb.uscourts.gov under the "Court Information/Careers" page. Qualified applicants should submit a cover letter, current resume, writing sample, three references, and law school transcripts along with Form AO-78. Application materials may be submitted through the Online System for Clerkship Application and Review or by email to hr_wieb@wieb.uscourts.gov.