

UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF WISCONSIN

VACANCY ANNOUNCEMENT 21-04

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

Opening Date: **February 22, 2021**

Closing Date: **Open until filled**

Salary Range: **\$67,442 - \$124,963 (JSP 11-JSP 13)**
(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 (term) to new judicial appointee, Rachel Blise. This position will be available as early as March 29, 2021. The start date is flexible, and candidates graduating law school in spring 2021 are encouraged to apply. Duties include researching a variety of legal issues, drafting memoranda and opinions, reviewing orders, and handling miscellaneous day-to-day clerical assignments.

This term will expire in August 2022, however, it may be extended for additional year at the judge's discretion.

MINIMUM QUALIFICATION REQUIREMENTS:

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 candidate's law school class;
- Experience on the editorial board of a law review; or
- Other demonstrated proficiency in legal writing and analysis, which in the opinion of the judicial appointee, is the equivalent of the experience above, including but not limited to the following:
 - Summer experience as a law clerk to a state or local judge, or a law clerk experience in a private firm or public agency while attending school;
 - Participation in a legal aid or other law school clinical program sanctioned by the law school;
 - Publication of a noteworthy article in a law school publication or other scholarly publication; or
 - Membership on a moot court team that represents the law school in competition with other law schools.

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 of the U.S. Courts. Although not included in the federal government's Civil Service classification, the term clerk enjoys substantially the same benefits as other federal government employees. The available benefits package 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 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 may include 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, law school transcripts, and completed Form AO-78 through the Online System for Clerkship Application and Review or by email to hr_wieb@wieb.uscourts.gov.