

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

Vacancy Announcement

Position: Judicial Law Clerk (Term)

Announcement No. 24-01

Position Type: Full-Time, Regular

Location: Milwaukee, WI

Opening Date: November 30, 2023

Closing Date: Open until filled*

*First consideration given to applications received by December 31, 2023

Position Start Date: August 2024

Salary Range: \$72,215-\$133,802 (JSP 11/1-JSP 13/10)

(Starting salary commensurate with qualifications, experience, and salary history in accordance with U.S. Court Guidelines. The above range is based on 2023 pay tables.)

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 Beth E. Hanan. This position will start mid-August 2024. Duties include researching a variety of legal issues, drafting memoranda and opinions, reviewing orders, and handling miscellaneous day-to-day clerical assignments.

The term will expire in August 2025.

MINIMUM PREFERRED QUALIFICATIONS:

Applicants must be law school graduates (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 their law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review; or
- Other demonstrated proficiency in legal writing and analysis, which in the opinion of the judge, is the equivalent of the experience above, including but not limited to the following:
 - Experience as a law clerk or intern to a federal, state, or local judge;
 - Experience in a private firm or public agency;
 - Participation in a legal aid or other clinical program sanctioned by the law school;
 - Publication of an article in a law school publication or other scholarly publication;
 - Membership on a moot court team that represents the law school in competition with other law schools; or
 - Special high-level honors for academic excellence in law school, such as election to the Order of the Coif.

Applicants must be highly skilled in legal research and writing, and must be able to use Westlaw, Lexis, and Microsoft Office. Applicants must be able to quickly process and resolve complex issues. Excellent verbal, written, interpersonal and time management skills, maturity, judgment, and discretion are required. It is preferred, though not required, that applicants have taken a bankruptcy course in law school or have experience in the bankruptcy field or comparable practice areas.

REPRESENTATIVE DUTIES:

- Review complaints, petitions, motions, and other matters 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;
- Limited travel to attend conferences, hearings, and trials that are scheduled out of the Milwaukee area;
- Share in the administrative tasks of chambers; and
- Perform other duties as assigned.

SALARY AND BENEFITS:

The salary will be established by applying the Judicial Salary Plan of the United States Courts to the successful applicant's qualifications.

To qualify for grade 12 in the Judicial Salary Plan (JSP), one year of legal work experience following law school graduation is required. To qualify for JSP grade 13, two years of legal work experience following law school graduation is required. Except for grade 11, the applicant must be a member of the bar of a state territory, or federal court of general jurisdiction.

Legal work experience is defined as progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited on a month-for-month basis, whether before or after graduation, but not to exceed one year if before graduation from law school.

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 eleven paid holidays per year, health insurance, life insurance, long-term care insurance, dental and vision insurance, and flexible spending accounts. Employees of the United States Courts are hired as excepted service, "at will" employees. Employees are required to participate in Electronic Funds Transfer for receipt of net pay.

INFORMATION FOR APPLICANTS:

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 sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice.

Only qualified applicants will be considered for this position and only applicants selected for an interview will be notified. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

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

Applicants are required to answer questions 18-20 on the AO-78, Federal Judicial Branch Application for Employment.

The successful candidate is subject to a background check or investigation, which may include an FBI fingerprint check.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

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

APPLICATION PROCEDURE:

Qualified applicants should apply through Online System for Clerkship Application and Review (OSCAR) <https://oscar.uscourts.gov> and submit the following required documents: (1) [Judicial Branch Federal Employment Application \(AO-78\)](#), also available at www.wieb.uscourts.gov/careers. Applicants are REQUIRED to answer questions 18-20 on AO-78; (2) cover letter; (3) résumé with detailed work history; (4) two writing samples showing legal analysis; (5) two letters of recommendation; and (6) law school transcripts. Alternatively, applicants can send an application package as one PDF document to hr_wieb@wieb.uscourts.gov.