



UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF INDIANA
FORT WAYNE DIVISION

Date: September 23, 2011

Announcement No. 2011-02

NOTICE OF VACANCY

Position Title: Judicial Law Clerk

Position Type: Full Time Temporary

Number of Vacancies: 1

Grade Range: JSP 11 - JSP 14

Salary Range: \$57,408 - \$96,690 - depending on experience, qualifications, and prior federal experience.

Closing Date: Open until filled

POSITION: Applications are being accepted for a law clerk for Chief Bankruptcy Judge Robert E. Grant to begin immediately for a term of one year, with the possibility of an additional one-year extension or conversion to a career position. The responsibilities of the position are quite varied and include, but are not limited to:

- Research and writing to assist the court in preparing decisions and orders
- Develop and maintain resource materials for recurring issues
- Review filings for compliance with procedural rules and legal standards
- Respond to inquiries concerning cases and procedures
- Perform such duties as assigned

The position involves significant interaction with staff in the Clerk's office and members of the bar.

QUALIFICATIONS: Candidates must have graduated from an accredited law school, preferably in the top 25% of their class, and have excellent research, writing, and organizational skills. Although not required, preference may be given to applicants who have prior clerkship experience, knowledge of bankruptcy law and electronic filing. Candidates must be a U.S. Citizen or otherwise eligible for employment with the federal judiciary.

HOW TO APPLY: Candidates may apply for this position through the Online System for Clerkship Application and Review (OSCAR) at <http://oscar.uscourts.gov/>. Alternatively, written applications may be submitted to:

Hon. Robert E. Grant
United States Bankruptcy Court
1300 S. Harrison St.
Fort Wayne, IN 46802

Applications must include a cover letter, resume, two writing samples, and law school transcripts.

INFORMATION FOR APPLICANTS: The United States Bankruptcy Court falls within the Judicial Branch of the United States Government and its employees are not civil service. However, the staff of the Judicial Branch are eligible for health, life, and retirement benefits. The court requires employees to adhere to a Code of Conduct.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER PARTICIPATION FOR PAYMENT OF NET PAY AND A BACKGROUND CHECK