

# United States Bankruptcy Court Northern District of Indiana Vacancy Announcement

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**Position:** Term Law Clerk  
**Announcement No:** 2023-08  
**Location:** South Bend, Indiana  
**Salary Range:** \$69,107 - \$128,043  
**Opening Date:** August 15, 2023  
**Closing Date:** September 5, 2023

- The appointment term is at least one year from the date of appointment, with the court having the option to extend the appointment for additional period of time not to exceed a total of two years.
  - Starting salary commensurate with experience. Salary placement may be higher with prior legal work experience in the federal judiciary as a law clerk and bar admission.
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## Overview

This position serves as Term Law Clerk for Judge Paul E. Singleton at the United States Bankruptcy Court Northern District of Indiana in South Bend. Duties include researching, writing, preparing orders, assisting in preparing for presentations, editing and helping in writing scholarly articles, and performing miscellaneous clerical duties. Qualified applicants should have an excellent academic record, demonstrate exceptional research and writing skills, and have a strong work ethic. Two to three years of post J.D. experience and a member of the Indiana Bar is strongly preferred.

## Qualifications

To qualify for the position of Law Clerk on the personal staff of a federal judge at JSP grade 11, a person must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have one or more of the following attributes:

- Standing within the upper third of the 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 of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above.

In addition, applicants should have a demonstrated interest in bankruptcy practice – such as a registration in, or completion of, a bankruptcy restructuring or debtor/creditor class in law school; experience as a law clerk or extern for a bankruptcy judge or practitioner; or practice in the bankruptcy field.

For appointment at a JSP grade 12, applicants must meet the qualifications for JSP grade 11, possess one additional year of full-time legal work experience after graduation from a law school, and be a member of the bar of a state, territory, or federal court of general jurisdiction.

For appointment at a JSP grade 13, applicants must meet the qualifications for a JSP grade 12 and have two years of full-time legal work experience.

## Benefits Information

Employees of the United States Bankruptcy Court are “at will” employees and are not covered by the Office of Personnel Management’s civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees. These benefits include:

- Eleven paid holidays per year;

- Subsidized medical coverage with pre-tax employee premiums;
- Dental, vision, group life insurance and long-term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs);

More information about benefits can be found here: <https://www.uscourts.gov/careers/benefits>.

### **Application Procedures**

Applicants should complete an Application for Judicial Federal Employment, Form AO 78 [Application for Judicial Branch Federal Employment | United States Courts \(uscourts.gov\)](#) . Please submit a cover letter, resume, one writing sample, three references, and law school transcript along with the completed Form AO-78 in a single PDF by email to [Brigette\\_Wasielewski@innb.uscourts.gov](mailto:Brigette_Wasielewski@innb.uscourts.gov). The subject line should read: Term Law Clerk #2023-08.

This court provides reasonable accommodations to applicants with disabilities. Applicants who need a reasonable accommodation for any part of the application and interviewing process, must notify Human Resources at [diana\\_walters@innb.uscourts.gov](mailto:diana_walters@innb.uscourts.gov). The decision on granting reasonable accommodations will be made on a case-by-case basis.

Due to the high volume of anticipated applicants, the court will only communicate with applicants who are considered for interviews. Applicants considered for interviews must travel at their own expense, and relocation will not be reimbursed. For applicants unable to travel, virtual interviews via Teams will be available as an alternative option. Please indicate in your application if you require a virtual interview, and our hiring team will provide further instructions.

### **Other Information**

Applicants must be a U.S. citizen or eligible to work in the United States. As a condition of employment, the selectee considered for this position is required to undergo an FBI background check. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check.

The United States Bankruptcy Court requires employees to adhere to the Code of Conduct for Judicial Employees. Electronic fund transfer (direct deposit) participation for net pay is required.

The court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

See the court's website at [Northern District of Indiana | United States Bankruptcy Court \(uscourts.gov\)](#).