

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS**



Vacancy Announcement #14-04

**Judicial Law Clerk to Judge Hale
Dallas, Texas**

Closing Date: Open Until Filled

Salary: \$61,288 – 134,189 (JSP 11-14)*

*The classification level and salary for this position will be based upon experience and education in accordance with the Judiciary Salary Plan for the U.S. Courts. This position may be offered as either Term or Career.

PRIMARY RESPONSIBILITIES

Judicial Law Clerks provide the court with procedural and substantive legal advice regarding the disposition of cases. The incumbent independently conducts legal research, reviews case records and filings, drafts proposed opinions, findings, and orders; and provides objective advice to judges, chambers staff and court staff.

Representative Duties

- Review electronic case files and provide information and advice to U.S. Bankruptcy Judge on critical issues prior to hearings and trials.
- Attend hearings and trials to provide on-the-spot research and analysis.
- Draft judicial opinions, findings, orders, and memoranda at the direction of the judge.
- Keep abreast of changes in bankruptcy law.
- Review motions, briefs, and applications, prepare orders, memoranda or opinions resolving the requested relief and present drafts to the judge, explaining either orally or in writing your recommended disposition.
- Draft correspondence and reports, prepare travel vouchers, and other administrative duties at the direction of the judge.

To qualify for this position, an applicant must be a law school graduate. Membership of a state bar and experience as a judicial law clerk is preferred. Legal research and writing experience is required. Applicant also must be proficient in internet research and word processing.

A successful candidate for this position is responsible, poised, and tactful, exercises good judgment, uses initiative, and maintains a professional appearance and demeanor at all times. The candidate must also be able to work harmoniously with others and be able to communicate effectively, both orally and in writing.

Employees of the U.S. Bankruptcy Court are entitled to benefits which include a retirement system, health and life insurance programs, scheduled holidays and the leave accrual program, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

APPLICATION PROCESS:

Submit a cover letter with current resume, transcript and salary history to:
Human Resources #14-04, U.S. District Court, 1100 Commerce Street, Rm. 1452, Dallas, Texas 75242, or submit by e-mail (in Word only) to: humanresources@txnd.uscourts.gov

The selected candidate will be subject to a criminal history and financial background investigations by law enforcement agencies, which include FBI fingerprinting as a condition of employment. The applicant must be a United States citizen or a lawful permanent resident (i.e., green card holder) who is seeking citizenship. Retention depends upon a favorable suitability determination.

The United States Bankruptcy Court is an Equal Opportunity Employer.