

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA
INDIANAPOLIS DIVISION**

Temporary Law Clerk

Position Type: Full Time Temporary

Announcement No. 14-03

Salary: JSP 11/1 \$58,246 – Position is capped at this level.

Closing Date: Open until filled – First consideration may be given to those who apply early.

The Temporary Law Clerk position is subject to funding as determined by the Administrative Office of the U.S. Courts. The position is scheduled for one year and one day, not to exceed September 30, 2015. Appointment extension is contingent upon performance and continued funding, not to exceed four years. To be eligible for federal benefits, employment must commence on September 29, 2014. See Benefits and Hiring Process section below for benefits.

POSITION SUMMARY

The United States Bankruptcy Court for the Southern District of Indiana is accepting applications for a Temporary Law Clerk. This Law Clerk will assist the Judges and their law clerks with legal research and document preparation as needed. The Law Clerk also gives general assistance to the court as further described under Representative Duties. The incumbent will report to the Chief U.S. Bankruptcy Judge. Minimal travel may be required.

REPRESENTATIVE DUTIES

The Law Clerk serves as 'floater' law clerk, providing back-up coverage or assistance to other law clerks. Responsibilities include conducting research on general legal questions and preparing memoranda on the results, providing information to court staff, management and Judges on pro se cases, researching case law and drafting appropriate orders and opinions for judicial review, developing and presenting pro se educational programs, managing daily interactions with pro se customers and reviewing submissions for compliance with rules. Incumbent may also establish and supervise Court's pro bono panel and act as liaison between Clerk and members of the Bar and perform other duties as assigned.

QUALIFICATIONS

Candidate must be a law school graduate (or awaiting conferment of degree) and possess one of the following: 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 which in the opinion of the judge is the equivalent of one of the above.

Candidate must possess knowledge of the law and legal procedures as outlined in Title 11 of the U.S. Code and the Federal Rules of Bankruptcy Procedure, local rules of practice for the Southern District of Indiana and the official forms required for filing. Familiarity with the federal judicial system's electronic filing system (CM/ECF) is preferred but not required. Candidate must have ability to comprehend and analyze a wide range of legal concepts and principles and be adept in conducting research of all available sources and providing proposed solutions based on that research. Desired qualities include excellent skill in writing legal memoranda, opinions, orders, and other documents, as well as, skill in the oral presentation of legal matters to audiences of all levels of understanding. Bar admission preferred.

PERSONAL CHARACTERISTICS

Law clerks work cooperatively with members of the judge's and Clerk's staff in order to effectively support others in fulfilling judicial responsibilities. Applicants should be self-motivated, able to manage multiple tasks and meet deadlines.

BENEFITS AND HIRING PROCESS

Temporary full-time employees employed for at least 1 year and 1 day are eligible for the following benefits:

- 10 paid holidays per year
- Health, dental, vision and life insurance options
- Participation in long - term care insurance
- Flexible spending accounts for medical/dependent care
- Mass transportation subsidies

The Court is an Equal Opportunity Employer. Applicants must be U.S. citizens or eligible to work in the United States. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request. Employees of the United States Bankruptcy Court are Excepted Service Appointments. Excepted Appointments are "at will" and can be terminated with or without cause by the Court. The United States Bankruptcy Court is a smoke-free environment.

PROCEDURES FOR APPLYING

Submit a resume to the address below. E-mailed documents must be in Word or PDF format. Zip files will not be accepted. Due to the anticipated number of applications, only the best qualified applicants will be contacted for a personal interview.

HRDept@insb.uscourts.gov