

# UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF WISCONSIN

## VACANCY ANNOUNCEMENT 17-03

Position:       **JUDICIAL LAW CLERK (Temporary)**

Opening Date: **January 9, 2017**

Closing Date: **February 10, 2017 (or until filled)**

Salary Range: **\$62,591 - \$89,210 Annually (JSP 11/01 - JSP 13/01)**  
**(depending upon qualifications and experience)**

Location:       **Milwaukee, WI**

### POSITION SUMMARY:

The United States Bankruptcy Court for the Eastern District of Wisconsin is accepting resumes and applications for the position of interim Judicial Law Clerk. This position is temporary in nature, and employment will run for 12 weeks, starting approximately **April 3, 2017**. Duties include researching a variety of legal issues, drafting memoranda and opinions, reviewing orders, and handling day-to-day law clerk assignments, working closely with another judicial law clerk.

### MINIMUM QUALIFICATION REQUIREMENTS:

To qualify for the position of law clerk on the personal staff of a federal judge, 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; or
- Demonstrated proficiency in legal studies, which in the opinion of the judge, is the equivalent of one of the above.

### PREFERRED QUALIFICATIONS

A strong academic background and excellent research and writing skills.

Exceptional managerial, organizational, computer, computer-assisted legal research, and word processing skills are essential.

Ability to meet deadlines and be punctual for meetings and hearings.

A member in good standing with the state bar.

Ability to maintain confidentiality; possess good judgment, maturity, and tact; dependable and responsible; a self-starter and demonstrate initiative in problem-solving.

Ability to work quickly and harmoniously with others in a team-based environment.

Ability to communicate effectively and present a poised professional appearance and demeanor at all times.

Excellent people skills and time management skills; ability to effectively meet and manage many changing priorities and demands in a distracting environment.

Previous experience as a federal law clerk or bankruptcy attorney is highly desirable.

Note: Only qualified applicants will be considered for this position.

REPRESENTATIVE DUTIES:

Review complaints, petitions, motions, and other pleadings that come before the Court to determine the issues involved and the basis for relief;

Review dockets of pending litigation and monitor progress;

Screen motions 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, 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;

Share in the administrative tasks of chambers; and

Perform other duties as assigned.

### SALARY AND BENEFITS:

The actual pay level will be established on the basis of the successful applicant's qualifications and experience in accordance with the Judicial Salary Plan of the U.S. Courts. Health insurance is available. The position also is subject to mandatory Electronic Funds Transfer participation of net pay.

### CONDITIONS OF EMPLOYMENT:

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

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

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

All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time.

### MISCELLANEOUS:

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

### APPLICATION PROCEDURE:

An Application for Judicial Branch Employment (Form AO-78) is available on our website at [www.wieb.uscourts.gov](http://www.wieb.uscourts.gov) under the "Court Information/Careers" page. In a cover letter accompanying a detailed resume and an AO-78 Application for Judicial Branch Employment, please specify how you satisfy the qualifications listed above. Any resume submitted without the required cover letter addressing those qualifications will not be considered. Applicants should also provide the names and contact information of three references.

Please submit application materials electronically to [hr\\_wieb@wieb.uscourts.gov](mailto:hr_wieb@wieb.uscourts.gov) or by mail marked "Personal & Confidential" to:

U.S. Bankruptcy Court  
Attention: Human Resources  
517 East Wisconsin Avenue, Room 126  
Milwaukee, WI 53202