



UNITED STATES BANKRUPTCY COURT District of Colorado

Vacancy Announcement: 09-04-USBC

Open: April 3, 2009
Closing Date: Open Until Filled*

* Priority consideration will be given to resume/writing samples received by April 15, 2009. Resumes will be reviewed in order of receipt, interviews will be scheduled and an employment offer will be extended to the most qualified applicant.

JUDICIAL LAW CLERK JSP Grades 12 - 13

Position Overview

The judicial law clerk researches issues of law, attends court proceedings, and makes recommendations based on the law, to assigned judicial officer (U.S. Bankruptcy Judge). There is daily interaction with the judicial officers and other law clerks concerning legal and court-related issues.

This position is a full time temporary position not to exceed twelve weeks from date of appointment.

Interviews for this position will begin after April 20, 2009. Expected start date is Monday, June 8, 2009.

Law clerks appointed to temporary appointments of less than a year and a day are subject to social security deductions only and are not eligible for federal government benefits. This position will be eligible to earn sick leave in the amount of four hours per pay period (biweekly).

The incumbent will be appointed to the chambers of Judge Michael E. Romero for the U.S. Bankruptcy Court for the District of Colorado. Duty station is located at 721 19th Street, Denver, Colorado.

Qualification Requirements (effective 9-18-07)

To qualify for the position of law clerk on the personal staff of a federal judge or magistrate judge, a person must be a law school graduate and must have the following experience:

JSP Grade 12 \$72,465 annual salary

1 year of legal work experience

Must be a member of the bar of a state, territorial, or federal court of general jurisdiction

With prior Federal service starting salary may be higher

JSP Grade 13 \$86,171 annual salary

2 years of legal work experience

Must be a member of the bar of a state, territorial, or federal court of general jurisdiction

With prior Federal service starting salary may be higher

Legal Work Experience:

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received AFTER graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation, but not to exceed one year if before graduation for law school.

How to Apply:

Submit **resume and writing sample** to:

**Human Resources Division
U.S. Courts
Attn: 09-04- USBC
1929 Stout Street, Suite C102
Denver, Colorado 80294
or
fax to: 303-335-2495
or
e:mail to: cod_hrd@cod.uscourts.gov**

Information for Applicants

Final determination of starting salary is based on the review/approval processes of the Administrative Office of the U.S. Courts located in Washington, D.C. The “highest previous rate” pay-setting flexibility allows an appointing official to set pay for an employee at a higher step than step one (1) of the grade to which the employee is being appointed, based on a higher rate of pay the employee previously received in another federal job.

Only qualified applicants satisfying Qualification Requirements as specified in the Vacancy Announcement will be considered for an interview for this position.

Applicants that do not submit all required materials, as stated in the How to Apply section of the Vacancy Announcement, will not be considered.

This vacancy may be cancelled without notice, multiple positions may be filled from this vacancy, and additional positions may be filled within 60 days of a closed vacancy utilizing the same applicant pool.

Successful employment with the U.S. Courts is based on acceptable performance and is an at-will employment opportunity.

Direct deposit of pay is required.

As a condition of employment, the selected candidate must successfully complete an FBI fingerprint check, and retention in the position will depend upon a favorable suitability determination. Employment will be considered provisional until background check is completed and favorable suitability is determined.

Applicants must be a U.S. citizen or eligible to work in the United States. The federal immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. Therefore, the U.S. Courts is responsible for ensuring that all new employees are eligible to work in the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) before placing the selected candidate on federal payroll. Proof of eligibility status will be required.

The Court requires employees to adhere to a code of ethics and conduct as well as specific employee policies and performance expectations.

