



UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

STAFF ATTORNEY – #15B07 BANKRUPTCY APPELLATE PANEL

- POSITION TYPE:** Position is full-time and permanent – subject to continued availability of funds.
- SALARY RANGE:** CL 27/28/29: \$50,265 - \$89,580 (Dependent upon experience, education, and qualifications). Full Benefits Package Available.
- CLOSING DATE:** Open Until Filled – Preference given to applications received by July 17, 2015.

POSITION OVERVIEW

The Bankruptcy Appellate Panel (BAP) for the Tenth Circuit located in Denver, CO is seeking a qualified Attorney to serve as a member of the Clerk's Office. The incumbent will perform substantial legal research, writing and analysis, and perform administrative support functions as needed.

REPRESENTATIVE DUTIES

The incumbent's duties will include conferring with judges and Clerk's Office staff; conducting legal research; preparing legal memoranda; attending oral argument sessions (some limited travel may be required); proofreading, editing, and cite-checking decisions; performing complex motion work; providing research and written analysis of matters of interest to the Court; performing docketing and docket quality control; answering inquiries from the public and parties appearing before the court; and other duties as assigned.

MINIMUM QUALIFICATIONS

- Graduation from an accredited law school.
- A strong academic background.
- Superior legal research, analytical, writing, and editing skills.
- Strong interpersonal skills and the ability and desire to work in a team environment.
- Ability to work independently or as a team player, with a positive attitude.

PREFERRED QUALIFICATIONS

- A minimum of one year of post-graduate legal work experience (required for appointment at a CL 28 or above).
- Admission to practice law before the highest court of a state, territory, commonwealth or possession of the United States (required for appointment at a CL 29).
- Post-graduate appellate court work experience and/or judicial law clerk experience.
- Substantial knowledge and/or professional experience in the practice of bankruptcy law.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or eligible to work in the in the United States. Excepted service appointments are “at will” and may be terminated by either the court or the employee at any time for any reason. Appointment is contingent upon successful completion of a background investigation. Employees are subject to the Judicial Code of Conduct. Position contingent upon the continued availability of funding. Direct deposit of pay required.

HOW TO APPLY

Qualified candidates must submit all of the following:

- Cover Letter
- Resume
- Self-edited writing sample
- Law school Transcript

Applications which do not include all of the required material will not be considered.

Application materials may be submitted via email **or** by regular mail. The subject line (attention to) should reference Staff Attorney – 15B07.

All required documents must be contained in a single email, preferably as a single PDF attachment and sent to: HR@ca10.uscourts.gov

Alternatively, application packages may be mailed to:

U.S. Court of Appeals for the Tenth Circuit
Attn: Human Resources - #15B07
Byron White United States Courthouse
1823 Stout Street
Denver, CO 80257

THE UNITES STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS