



## UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

### **TERM LAW CLERK – #15B06 BANKRUPTCY APPELLATE PANEL**

**POSITION TYPE:** Position is full-time for a term ending September 30, 2016; with the possibility of extension subject to continued availability of funds. More than one position may be filled with this announcement.

**SALARY RANGE:** JSP 11/1 \$62,850 – 14/1 \$105,856 (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 Term Law Clerk. The position is located within the BAP Clerk's Office. The incumbent will perform substantial legal research, writing and analysis, as well as serve as backup for the Clerk's Office Staff Attorney and administrative support functions as needed.

#### **REPRESENTATIVE DUTIES**

The incumbent's duties may include conferring with judges and Clerk's Office staff; conducting legal research; preparing legal memoranda and drafting proposed decisions; 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 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.
- Admission to practice law before the highest court of a state, territory, commonwealth or possession of the United States (for appointment at grade 12 or above).
- 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**

- 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 Law Clerk – 15B06.

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

Alternatively, application packages may be mailed to:

U.S. Court of Appeals for the Tenth Circuit  
Attn: Human Resources - #15B06  
Byron White United States Courthouse  
1823 Stout Street  
Denver, CO 80257

THE UNITES STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS