

**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF PENNSYLVANIA**

Ronald Reagan Federal Building
228 Walnut Street
Harrisburg, PA 17101

LAW CLERK VACANCY

Position Title: Judicial Law Clerk to Chief U.S. Bankruptcy Judge
Position Type: Full-Time, term position
Location: Harrisburg, Pennsylvania
Position Available: October 2020
Salary Range: JSP Grade Level 11/1 to JSP 13/10 (\$64,699 - \$119,882)
(Depending upon experience, qualifications and prior federal experience)
Date Opened: May 5, 2020
Closing Date: June 15, 2020

POSITION OVERVIEW:

Applications are being accepted for the position of term law clerk for Chief Bankruptcy Judge Henry W. Van Eck. The position is for a two year term, available October, 2020.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

Duties include, but are not limited to, preparation of pre-hearing/trial case summaries using the Court's electronic calendaring program; performing legal research; preparing memos, orders, correspondence, and drafts opinions for the Judge's consideration; reviewing dockets of pending litigation and monitoring case progress; providing information to the Judge in connection with pending litigation; proofreading orders and opinions; and assisting the Judge during courtroom proceedings. Judicial law clerks will also be responsible for some clerical/administrative duties, as Chambers' arrangements do not include a judicial assistant. The position involves significant interaction with staff of the Clerk's office, members of the bar and pro se litigants. The incumbent will communicate with counsel, court officials, and litigants regarding procedural requirements.

REQUIREMENTS AND QUALIFICATIONS:

Applicant must have graduated from an accredited law school. An academic background and/or experience in bankruptcy law is preferred. Post college full-time work experience is a plus. The preferred candidate will be in the upper quarter of the law school class and possess excellent legal writing, problem-solving, and interpersonal skills. Proficiency in Word or WordPerfect and computer-assisted legal research is required.

To qualify for grade 12, one year of post graduate legal work experience is required; to qualify for grade 13, two years of post graduate legal work experience is required. With the exception of grade 11, a bar membership is required.

EMPLOYEE BENEFITS:

The selected applicant is eligible for a choice of health, dental and vision insurance coverage from a variety of plans. Participation in the Federal Health Insurance, Life Insurance, Group Long Term Disability, Flexible Spending Plan and Commuter Reimbursement Plan is optional. The selected applicant will be paid ten (10) holidays per year. This position is not covered by the Leave Act. All leave is at the Judge's discretion.

MISCELLANEOUS:

The United States Bankruptcy Court for the Middle District of Pennsylvania serves a 33-county area in central and northeastern Pennsylvania. The Southern Division of the Court is based in Harrisburg and administers cases in south central Pennsylvania.

HOW TO APPLY:

Please submit a cover letter, current resume, three recommendations, a law school transcript, and a writing sample of less than ten (10) typewritten pages that has not been edited by anyone other than the applicant through the OSCAR submission system or to:

[Judge Van Eck@pamb.uscourts.gov](mailto:Judge_Van_Eck@pamb.uscourts.gov). Please include in the cover letter day and evening telephone contact numbers, GPA, email address, and class rank (if provided by the applicant's law school).

APPLICANT INFORMATION:

- Employees of the United States Bankruptcy Court serve under "Excepted Appointment" and are considered "At-Will" employees.
- Applicants must be U.S. citizens or otherwise eligible for federal employment within the United States. Non-citizen applicants may be required to provide citizenship information and proof of eligibility to work in the United States as part of the clerkship application.
- This position is considered a sensitive position. Appointment is provisional and retention is contingent upon the successful completion of an appropriate background check.
- All appointments subject to mandatory electronic funds transfer for payment of net pay.

The United States Bankruptcy Court is an Equal Opportunity Employer.