



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

Sylvia H Rambo US Courthouse
1501 N 6th St., Room 340
Harrisburg, PA 17102

TERM LAW CLERK VACANCY

Position Title: Judicial Law Clerk to Chief U.S. Bankruptcy Judge
Position Type: Full-Time (Two-Year Term)
Location: Harrisburg, Pennsylvania
Position Available: August 5, 2024
Salary Range: JSP 11-13 (\$73,969 - \$137,059)
(Depending on experience, qualifications, and prior federal employment)
Date Opened: June 21, 2024
Closing Date: Open until filled

POSITION OVERVIEW:

The United States Bankruptcy Court for the Middle District of Pennsylvania is accepting applications for the position of term law clerk for Chief Bankruptcy Judge Henry W. Van Eck. This position is for a two-year term available on August 5, 2024.

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 draft 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.

MINIMUM QUALIFICATIONS:

To qualify for the position of law clerk to a federal judge, an applicant 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; graduation from such a school with an LLM degree; or demonstration of proficiency in legal studies, which in the opinion of the judge, is equivalent to one of the above.

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.

PREFERRED QUALIFICATIONS:

A strong academic record; excellent writing and legal research skills; post graduate legal work experience in bankruptcy law; exceptional managerial, organizational, problem-solving, and interpersonal skills; proficiency in Word and computer-assisted legal research; ability to communicate effectively, both orally and in writing, and to present a professional appearance and demeanor at all times; dependability, good judgment, maturity, and the ability to maintain confidentiality.

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 eleven (11) holidays per year.

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 OSCAR (Online System for Clerkship Application and Review) at [Home - OSCAR \(uscourts.gov\)](http://Home-OSCAR.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.
- Employees are required to adhere to the Code of Conduct for Judicial 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 court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which actions may occur without prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer.