

UNITED STATES BANKRUPTCY COURT

DISTRICT OF CONNECTICUT

POSITION: Term Law Clerk to United States Bankruptcy Judge
LOCATION: Hartford, Connecticut
OPENING DATE: February 15, 2018
CLOSING DATE: Until Filled
SALARY: JSP 11-1 to 13-1
\$68,031-\$96,963

Position Overview

The United States Bankruptcy Court for the District of Connecticut is accepting applications for a term law clerk who will support a Bankruptcy Judge for a term of six months with the possibility for an extension. The position will begin on **March 1, 2018**.

The law clerk reports directly to the judge and is primarily responsible for conducting legal research, advising the judge on legal matters, preparing bench memos, drafting orders and opinions, editing and proof reading the judge's orders and opinions, verifying citations, prepare pre-hearing/trial case summaries and attending trials and other court proceedings.

Qualifications

To qualify, eligible candidates must have graduated from an accredited law school a strong academic background, membership (in good standing) with a State Bar and at least two years of full-time post J.D. legal experience. A strong work ethic, and excellent organizational, communication and research/writing skills requested. Applicant must possess proficient typing and computer skills, ability to work with strict deadlines within a fast-paced environment and ability to work independently or as a team player.

Additional Qualifications (Court Preferred)

Familiarity with electronic case management and electronic filing processes.

Benefits

This position will be eligible for health and life insurance coverage and participation in the Judiciary's supplemental benefits program.

How to Apply – Information for Applicants

Applications should be submitted through <https://oscar.uscourts.gov> to United States Bankruptcy Judge James J. Tancredi. Applications will not be accepted by mail, fax or email.

Only qualified applicants will be considered for this position. Applicants selected for interviews may be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. citizens or eligible to work in the United States.

As a condition of employment, the candidate selected for this position will be subject to a background investigation. Additionally, this position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees. All employees of the U.S. Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted service appointments are "at will," and as such, can be terminated with or without cause by the court. The employing agency reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

The U.S. Bankruptcy Court for the District of Connecticut is an Equal Opportunity Employer.