

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF CONNECTICUT**



**TERM LAW CLERK POSITION**

**Position:** Term Law Clerk to United States Bankruptcy Judge. The position is a Full-Time Term Law Clerk, with a possible extension of the term at the option of the Bankruptcy Judge. This position may also be considered a Career Law Clerk position for a candidate with the appropriate qualifications and experience.

**Location:** Bridgeport, Connecticut

**Start Date:** September 1, 2022

**End Date:** August 31, 2022

**Salary Range:** \$92,245 - \$129,621.00+ annually, depending on experience and qualifications, JSP 12-14

**Opening Date:** April 18, 2022

**Closing Date:** May 18, 2022

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**Application Instructions:**

**Applicants must apply through the Online System for Clerkship Application and Review (OSCAR) at <https://oscar.uscourts.gov/>, and each applicant should submit the following application package through OSCAR:**

- 1) Cover letter;
- 2) Detailed resume;
- 3) Copy of law school transcript and proof of state bar admission;
- 4) Three professional references with contact information; and
- 5) A legal writing sample.

**Term Law Clerk Duties include:**

- Performing legal research.
- Drafting legal documents addressing various issues arising in bankruptcy proceedings.
- Drafting proposed opinions, decisions, rulings, and orders.

- Attending court proceedings, assisting the judge during court proceedings, and reviewing opinions, decisions, and orders.
- Reviewing motions, applications, petitions, complaints, and other pleadings filed with the Court to determine the issues involved and the basis for relief sought.
- Reviewing electronic case files and briefing judge on critical issues prior to hearings and trials.
- Presenting cases and motions to the judge and preparing (orally and in writing) a proposed recommendation and/or decision.
- Providing administrative office functions such as editing, proofreading, telephone communication, written correspondence, and scheduling.
- Reviewing and analyzing changes in the law and briefing the judge about such changes.
- Performing other day-to-day law clerk duties as assigned.

**Minimum Qualifications:** To qualify for the position of a Term Law Clerk, an applicant must submit information to demonstrate:

- The applicant graduated in the top quarter 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 and served as a member of a law review or journal of such law school.
- The applicant is admitted to and a member in good standing of a state bar, including the year of admission to a state bar; and
- The applicant has at least one year of full-time post law school legal experience.

**Preferred Qualifications:**

- Strong academic record and excellent writing and legal research skills;
- Previous experience as a federal law clerk or bankruptcy attorney, and/or familiarity with bankruptcy law through course work;
- Exceptional managerial, organizational, computer, and computer-assisted legal research skills;
- Ability to meet deadlines and be punctual for work, meetings, and court proceedings;
- Dependable, able to exercise good judgment, and to maintain confidentiality;
- Self-starter who demonstrates initiative in problem-solving;
- Ability to communicate effectively, both orally and in writing, the ability to carry out responsibilities, and the ability to act in a professional manner with appropriate demeanor in interactions with counsel, litigants, the public, and court staff;
- Strong people and time-management skills with the ability to meet and manage many changing priorities and demands in a busy environment; and
- Familiarity with electronic case management and electronic filing processes (CM/ECF).

To qualify for grade 12 in the Judicial Salary Plan (JSP), one year of legal work experience following law school graduation is required. To qualify for JSP grade 13, two years of legal work experience following law school graduation is required. To qualify for JSP grade 14, three years of legal work experience following law school graduation is required and two of the three years must have been served as a law clerk in the federal judiciary.

An application will be considered complete when all the required documents are properly submitted as instructed above. Only candidates selected for an interview will be contacted. 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 may occur without prior written notice.

**Background Check and Other Requirements:**

As a condition of employment, the selected candidate will be required to undergo an FBI background check and will be fingerprinted. The selected candidate may be appointed provisionally, and retention will depend upon a favorable suitability determination of the investigation. The applicant must be a United States citizen or provide documentation proving eligibility to work in the United States.

**Benefits:**

The position is eligible for health and life insurance coverage, participation in the Judiciary's supplemental benefits program, and paid Federal holidays. Term Law Clerks are subject to Social Security and Medicare deductions.

**Additional Information:**

This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. The Court does not reimburse interview costs and/or relocation expenses. The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. All employees of the United States 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. Employees of the United States Bankruptcy Court are required to adhere to a Code of Conduct for Judicial Employees, which is available upon request. The employing agency reserves the right to modify the conditions of this position at any time or to withdraw it without prior notice.

*The United States Bankruptcy Court for the District of Connecticut  
is an Equal Opportunity Employer*