

UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT

POSITION:	Term Law Clerk to United States Bankruptcy Judge
LOCATION:	Hartford, Connecticut
OPENING DATE:	December 12, 2023
CLOSING DATE:	Until Filled
SALARY:	JSP 11-1 to 13-1

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 one year with the possibility for an extension of an additional year. The position will begin approximately September 16, 2024.

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 proofreading the judge's orders and opinions, verifying citations, prepare pre-hearing/trial case summaries, and attending trials and other court proceedings.

Required Qualifications

To qualify, eligible candidates must have graduated from an accredited law school with a strong academic background. A strong work ethic and excellent organizational, communication, analytical, 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.

Preferred Qualifications

Familiarity with electronic case management and electronic filing processes. Additionally, although the Court will accept applications from candidates with all levels of experience, membership (in good standing) with a State Bar, at least one year of full-time post J.D. legal experience, and genuine ties to New England, particularly Connecticut, are pluses. Experience with bankruptcy, commercial law, and real estate are also helpful.

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> or mail.

Hon. James J. Tancredi
United States Bankruptcy Court
450 Main Street, 7th Floor
Hartford, CT 06103

Please include a cover letter, a resume with GPAs listed, a law school transcript, 2 reference letters, and a writing sample. Applications will not be accepted by fax or email. This posting is open until the position is filled, but applications received by February 15, 2024 will be given priority.

Only qualified applicants will be considered for this position. Please do not call chambers. 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 Court 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.