



United States Bankruptcy Court  
Middle District of Florida  
801 North Florida Avenue  
Tampa, Florida 33602-3899



## POSITION ANNOUNCEMENT

**Position:** Judicial Career Law Clerk

**Location:** Tampa, Florida

**Starting Salary:** \$48,947 – 76,261.\*

JSP 11/1 to 12/10

**Date:** September 20, 2004

**Announcement No.** 04-05

**Closing Date:** October 08, 2004

**Position Available:** October 2004

### Position Overview

The judicial law clerk researches issues of law, attends trials and other court proceedings, drafts opinions, screens perfunctory motions and prepares routine orders for the Honorable Alexander L. Paskay, United States Bankruptcy Judge. The caseload in the jurisdiction is heavy. This position is a career law clerk position and has a ninety-day probationary period.

### Minimum Qualifications

To qualify for the position, one must be a law school graduate at the time of appointment with a standing in the upper third of the class, possess excellent research, writing skills, proofreading, communication skills, and PC proficiency in Windows, MS Office, Westlaw, and LEXIS. Bar membership and two (2) years of post-graduate experience is required and bankruptcy experience is preferred. In addition, routine overnight travel to the Ft. Myers Court and the willingness to work long hours is required.

### Application and Selection Procedures

Qualified persons are invited to submit a cover letter, current resume, salary history, law school transcript and writing sample to the court on or before October 08, 2004. Please submit application materials in an envelope marked **“CONFIDENTIAL”** to:

Honorable Alexander L. Paskay  
United States Bankruptcy Judge  
United States Bankruptcy Court  
727 Sam M. Gibbons U.S. Courthouse  
801 North Florida Avenue  
Tampa, Florida 33602-3899

Interviews will be scheduled after the deadline for receipt of resumes. The best-qualified applicants will be invited for interviews. Applicants selected for interviews must pay all travel expenses. Background checks including criminal and credit checks; will be conducted on all finalists.

\*Salary may be higher with previous experience as a law clerk for a federal judge.

The United States Bankruptcy Court is an equal opportunity employer.

### **Information for Applicants**

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees including, merit and classification increases, choice of health benefit plans, and participation in the Federal Employees Retirement System. Starting salary commensurate with work experience and prior pay history. This position is subject to mandatory electronic fund transfer participation for payment of net pay.

All court employees are "at will" employees and therefore the appointee may be removed from this position at any time if, after reasonable on-the-job training, the appointee fails to perform at a satisfactory level.