



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



## POSITION ANNOUNCEMENT

**Position:** Judicial Law Clerk

**Location:** Tampa, Florida

**Starting Salary:** \$54,494.00 – 77,670.00\*  
JSP 11/1 to 13/1

**Date:** January 10, 2008

**Announcement No.** 08-01

**Closing Date:** February 22, 2008

**Position Available:** August 2008

### 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 Catherine Peek McEwen, United States Bankruptcy Judge. The caseload in the jurisdiction is heavy. The position is a one-year term law clerk position, subject to renewal for a second year and has a ninety-day probationary period. In addition the position has the possibility of converting to a career law clerk position in the future.

### Minimum Qualifications

Applicants must be a law school graduate at the time of appointment with a standing in the upper quarter of the class, possess excellent research, writing, proofreading, and communication skills, and PC proficiency in Windows, MS Office, Excel, Westlaw, and LEXIS. Experience on the editorial board of law review or moot court and/or publication of noteworthy articles is desired. Applicant must be a member in good standing of the Florida Bar or scheduled to take the Bar exam. In addition, applicants must have a substantive familiarity with bankruptcy law and have a solid commercial law base. Knowledge of Florida substantive law is desired.

### Application and Selection Procedures

Qualified applicants are invited to submit a cover letter, current resume, salary history, law school transcript and writing sample to the court on or before February 22, 2008. Please submit application materials in an envelope marked **“CONFIDENTIAL”** to:

Honorable Catherine Peek McEwen  
United States Bankruptcy Court  
727 Sam M. Gibbons U.S. Courthouse  
801 North Florida Avenue  
Tampa, FL 33602-3899

Interviews will be scheduled in March. The best-qualified applicants will be invited for interviews. Applicants selected for interviews must pay all travel expenses and relocation expenses. Final candidates will be required to undergo a background investigation.

*The United States Bankruptcy Court is an equal opportunity employer.*

### **Information for Applicants**

\*Starting salary is commensurate with post-Juris Doctor legal work experience. Salary may be higher with previous work experience with the Federal government. This position is subject to mandatory electronic fund transfer participation for payment of net pay.

Appointment to this position is provisional contingent upon a background check. 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. This position has a 90-day probationary period. Applicants must be citizens of the United States of America or be eligible to work in the United States.

### **Employee Benefits**

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.

- Merit and classification increases
- Choice of health benefit plans
- Participation in a group life insurance program
- Participation in a group long-term disability insurance program
- Participation in a long-term care program
- Ten paid holidays per year
- Participation in a flexible spending account for dependent care expenses on a pre-tax basis.