



United States Bankruptcy Court
Middle District of Florida
801 N. Florida Avenue, Suite 555
Tampa, Florida 33602



VACANCY ANNOUNCEMENT *TERM LAW CLERK*

Location: Tampa, Florida

Announcement No. 19-01

First consideration given to applications received by December 21, 2018. Immediate availability.

Starting Salary: \$61,218 - \$87,252, JSP 11/1 – 13/1

Date: December 7, 2018

Closing Date: Open until filled

Position Overview

The United States Bankruptcy Court for the Middle District of Florida is seeking applicants for a Term Law Clerk position; this position supports the Honorable Caryl E. Delano. Duties include researching a variety of legal issues, attending trials and other court proceedings, drafting opinions, screening motions, and preparing routine orders. The caseload in the jurisdiction is heavy. This position is a one-year term law clerk subject to renewal.

Minimum Qualifications

Applicants must be a law school graduate at the time of appointment; have a standing within the upper one-third of the law school class; and possess superior research, writing, and proofreading skills. Proficiency in Windows, MS Office, Excel, Westlaw, and LEXIS is required. Applicants must be admitted to practice law in at least one state or scheduled to take the Bar exam. Preference will be given to applicants who have substantive familiarity with bankruptcy law, a solid understanding of commercial law base, and post law school employment or federal law clerkship experience. Experience on the editorial board of law review or moot court/and or publication of noteworthy articles is desired. The successful candidate should be responsible, possess excellent organizational, administrative and interpersonal skills, be a self-starter, maintain a professional demeanor at all times, be able to work harmoniously with others and communicate effectively both orally and in writing.

Application and Selection Procedures

Qualified applicants are invited to submit a cover letter, current resume, salary history, two letters of reference, law school transcript, and writing sample that has not been edited by anyone other than the applicant. Applicants may apply electronically through the Online System for Clerkship Application and Review (OSCAR) at www.oscar.uscourts.gov or submit application materials in an envelope marked "**CONFIDENTIAL**" to:

Honorable Caryl E. Delano
United States Bankruptcy Judge
United States Bankruptcy Court
801 N. Florida Avenue, Suite 555
Tampa, FL 33602-3899

The United States Bankruptcy Court is an equal opportunity employer.

Information for Applicants

- Starting salary is commensurate with prior experience as a law clerk to a federal judge or post-law school work experience.
- Judiciary employees are required to adhere to the *Code of Conduct for Judicial Employees*.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.
- The final candidate will be required to undergo an FBI criminal background check. Appointment to this position is provisional, contingent upon a background check, and retention depends upon a favorable suitability determination after a background check has been concluded.
- All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet employment conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.
- 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.
- All applications will be screened to identify the best qualified candidate. Only qualified applicants will be considered. Applicants selected for interviews must pay all travel expenses and relocation expenses will not be provided.
- We will only make contact with those qualified applicants who will be invited for an interview.
- Applicants must be citizens of the United States of America or be eligible to work in the United States.
- This position is subject to mandatory electronic fund transfer participation for payment of net pay.
- No telephone calls, facsimiles, or e-mails please.

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