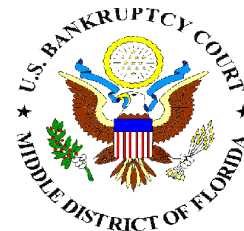


United States Bankruptcy Court  
Middle District of Florida  
400 W. Washington Street  
Orlando, Florida 32801



## VACANCY ANNOUNCEMENT Career and/or Term Judicial Law Clerk(s)

**Location:** Orlando, Florida

**Announcement No. 22-03**

**Opening Date:** October 25, 2021

**Closing Date:** Open until filled\*

*\*First consideration given to applications received by November 5, 2021*

**Position Start Date:** Anticipated November 2021

**Starting Salary Range:** \$64,649 - \$141,548, JSP 11/1 to 14/10\*\*

*\*\*Salaries comply with Judicial Conference policy, including qualification standards.*

### **Position Overview**

The United States Bankruptcy Court for the Middle District of Florida (Court) is seeking applicants for a Career and/or Term Judicial Law Clerk position(s) to support a soon to be appointed Bankruptcy Judge in the Orlando Division. 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. The term for any position is one year subject to renewal.

### **Minimum Qualifications**

Applicants must be a law school graduate at time of appointment, have a standing within the upper one-third of the law school class, and possess excellent research, writing, and proofreading skills. Proficiency in Windows, Microsoft Office, Westlaw, and LEXIS is required. Applicants must be admitted to practice law in at least one state or be scheduled to take the Bar Exam. Preference will be given to applicants who have a substantive familiarity with bankruptcy law, a solid base of understanding of commercial law, post law school employment experience, or have experience as a law clerk to a federal judge. Experience on the editorial board of law review or moot court, and/or the publication of noteworthy articles is desired. The successful candidate should be responsible, possess excellent organizational, administrative, and interpersonal skills, be a self-starter, always maintain a professional demeanor, 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 current resume together with a cover letter, salary history, two letters of reference, law school transcript, and a writing sample that has not been edited by anyone other than the applicant. Applicants are to apply electronically through the Online System for Clerkship Application and Review (OSCAR) at <https://oscar.uscourts.gov/>. For first consideration, applications must be received by November 5, 2021. Applications will be reviewed upon receipt and telephonic and/or virtual interviews may be conducted before the end of the application period.

## **General Information**

- Starting salary is commensurate with prior experience and subject to the policies and guidelines set forth in the Judicial Salary Plan.
- The Court requires employees adhere to the [Code of Conduct for Judicial Employees](#).
- Compliance with the Court's Mandatory COVID-19 Vaccination Policy is a condition of employment.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, of which action may occur without any prior written notice. The Court will only communicate with the applicants who are selected for an interview.
- The final candidate(s) 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 those qualified applicants will be considered. Applicants selected for interviews must pay all travel expenses; relocation expenses will not be provided.
- Applicants must be citizens of the United States of America or be eligible to work in the United States.
- The position is subject to the mandatory electronic fund transfer (EFT) of salary payment (i.e., Direct Deposit).
- Please no telephone calls, facsimiles, or e-mails other than as specified.
- This Court provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative by email to [jobs@flmb.uscourts.gov](mailto:jobs@flmb.uscourts.gov). The decision on granting reasonable accommodations will be made on a case-by-case basis.

## **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.

Ten Paid Holidays

Group Health, Dental, Vision, and Life Insurance

Long-Term Care Insurance

Commuter Benefit Program

Merit and Classification Increases

Long-Term Disability Insurance

Health and Dependent Flexible Spending Accounts

Employee Assistance Program

*\*\*\*Career Law Clerk appointments provide additional benefits such as retirement and participation in the Thrift Savings Plan. No position is covered by the Leave Act unless so designated by the appointing judge.*

## **Local Benefits**

Telework Opportunities

On-site Federal Occupational Nurse

Access to an on-site Fitness Center

Public Transit Subsidy

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