

UNITED STATES BANKRUPTCY COURT
Eastern District of Louisiana
VACANCY ANNOUNCEMENT 9/28/17

Position Title: Term Law Clerk to Bankruptcy Judge Elizabeth W. Magner

Position Type: Full time

Location: United States Bankruptcy Court
Eastern District of Louisiana
500 Poydras Street, Rm B-741
New Orleans, Louisiana 70130

Annual Salary: \$60,210 to \$85,816 (based on qualifications and experience; exception may apply if experience includes prior federal service)

Term: Term to be determined, subject to a limitation of four (4) years

Deadline: Open until filled with preference given to applications submitted by Friday, October 27, 2017

Overview:

The law clerk assists the judge in the management of the Court's caseload, including monitoring the progress of the cases and the filing of pleadings; assisting in preparation for and attendance at Court sessions; legal research and writing draft opinions; and acting as a liaison between chambers and members of the bar and Clerk's Office staff.

Qualifications:

Graduate from an accredited law school. Admission to practice before highest court of a state/territory of the United States. Bankruptcy/commercial law experience preferred. Word processing and computer assisted legal research proficiency required. Standing within the top 1/4 of law school class preferred.

Applicants must be U.S. citizens or otherwise eligible for federal employment within the United States. Reimbursement is not available for interview or relocation expenses. The appointment is provisional and contingent upon the satisfactory completion of an FBI background check. Direct deposit of pay is mandatory.

Benefits:

A Term Law Clerk is eligible for a choice of subsidized health coverage from a variety of plans. Life insurance options, dental and vision benefits, long-term care insurance, long-term disability insurance, and flexible benefit (pre-tax) programs are also available. Term law clerks are not eligible to participate in Federal Employees Retirement System (FERS) or the Thrift Savings Plan (TSP) unless they transfer without a break in service from a previously covered position.

How to apply:

Submit a resume and two references at oscar.uscourts.gov or email lauren_havrylkoff@laeb.uscourts.gov.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER