



CAREER OPPORTUNITY

**Judicial Law Clerk – Term
Pittsburgh, Pennsylvania
JS 11-13, \$68,323 - \$97,378**

**U.S. Bankruptcy Court
for the
Western District of
Pennsylvania**

5414 U.S. Steel Tower
600 Grant Street
Pittsburgh, PA 15219

www.pawb.uscourts.gov

Position: Judicial Law Clerk – Term
Annual Salary: \$68,323 - \$97,378 (depending upon qualifications), JS 11-13
Position Location: Pittsburgh, PA
Application Deadline: Open until filled

Position Summary:

The United States Bankruptcy Court for the Western District of Pennsylvania (the “Court”) is accepting applications for a full-time Judicial Law Clerk – Term in our Pittsburgh office, to work for Judge Carlota M. Böhm. The position involves extensive researching and writing on a wide range of issues that arise in federal bankruptcy. The successful candidate will substantively review pleadings, prepare bench memos, draft orders on matters pending before the Judge, and perform additional duties including verifying citations, managing the case docket, office management, and other legal and administrative duties as assigned. This is a one-year appointment, with optional extensions at the Judge’s discretion based on performance. The starting date is negotiable.

Requirements:

For consideration, applicants must be law school graduates with strong academic records and possess excellent legal research, analytical and writing skills. Preference will be given to those who possess at least two years of post-graduate legal work experience. The ability to communicate effectively both verbally and in writing is critical. The ability to conduct computer-assisted legal research and word processing is required. Excellent interpersonal and organizational skills, including the ability to manage multiple tasks, are essential.

Benefits:

The selected applicant is eligible for a choice of health, dental and vision insurance coverage from a variety of plans. Participation in the Federal Health Insurance, Life Insurance, and Flexible Spending Plans is optional. The selected applicant will be paid ten (10) holidays per year.

Miscellaneous:

Employees of the Court serve under “Excepted Appointment” and are considered “At-Will” employees. This position is considered a sensitive position. Appointment is provisional, and retention is contingent upon the successful completion of an appropriate background check.

All appointments are subject to FBI Fingerprint Background Check, with periodic reinvestigation, if applicable.

Judicial Law Clerk - Term, Pittsburgh, Pennsylvania

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments are subject to mandatory electronic funds transfer.

The U.S Bankruptcy Court is An Equal Opportunity Employer.

How to Apply:

Applicants must submit the following information electronically: A *Federal Judicial Branch Application for Employment* (Form AO 78), a cover letter and resume. Before an offer of employment is made, references must be provided for any current and previous places of employment. Instructions and forms for applying electronically are available at: <http://www.pawb.uscourts.gov/career-opportunities>.

Please DO NOT CALL OR EMAIL the Court inquiring about the position. Due to the anticipated high volume of applications, the Court cannot respond to inquiries. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicant's own expense, and relocation expenses will not be provided.

Applicants are advised that the position is available subject to funding. The Court reserves the right to modify the conditions of this job announcement, to staff the position as applications are received, or to withdraw the announcement; any of which may occur without prior written or other notice.