

CAREER OPPORTUNITY

Judicial Law Clerk Pittsburgh, Pennsylvania JS 11-14, \$59,104 - \$99,548



U.S. Bankruptcy Court
Western District of
Pennsylvania

www.pawb.uscourts.gov

U.S. Steel Tower
54th Floor
600 Grant Street
Pittsburgh, PA 15219

An Equal Opportunity
Employer

Position: Judicial Law Clerk

Annual Salary: \$59,104 - \$99,548 (depending upon qualifications), JS 11-14

Position Location: Pittsburgh, PA

Application Deadline: February 28, 2014

Available: April 2014

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 in our Pittsburgh office to work for Judge Gregory Taddonio. The position involves extensive research and writing on a wide range of issues that arise in federal bankruptcy proceedings. The successful candidate will substantively review pleadings, prepare bench memos, and draft orders/opinions on pending matters. Additional legal and administrative duties may be assigned from time to time including: office management, verifying citations, managing the case docket, and preparing case management reports. The promotion potential for this appointment is to Career Judicial Law Clerk.

Requirements:

For consideration, applicants must be law school graduates with excellent academic records (graduating in the top 15% of their law school class) and possess strong legal research, writing, and analytical skills. Applicants must have a minimum of 5 years post-graduate legal work experience. A background in commercial bankruptcy is preferred but not required. The ability to communicate effectively both verbally and in writing is critical. The ability to conduct computer-assisted legal research and word processing is also required. Experience with various information technology applications is a plus. Excellent interpersonal and organizational skills, including the ability to manage multiple tasks, are essential.

Judicial Law Clerk, Pittsburgh, Pennsylvania

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, Group Long Term Disability, Flexible Spending Plan and Commuter Reimbursement 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.

How To Apply:

Qualified candidates may apply electronically by 5 p.m. on Friday, February 28, 2014, through OSCAR the central online system, at: <https://oscar.uscourts.gov>. At the home page, click on the Registration tab and follow the Applicant instructions. Applicants will be required to submit a cover letter, resume, writing sample, law grade sheet, and three references. Before an offer of employment is made, references must be provided for any current and previous places of employment.

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.

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

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

All appointments also subject to mandatory electronic funds transfer.
