

JUDICIAL LAW CLERK TO THE HONORABLE COLLEEN A. BROWN – TERM POSITION  
United States Bankruptcy Court for the District of Vermont

Clerkship Term:	2 years
Term Start:	August 31, 2015
Term End:	September 1, 2017
Will Begin Reviewing Applications:	November 24, 2014
Location:	Burlington, Vermont
Salary:	\$57,982*

Position Overview

The judicial law clerk researches issues of state and federal law that arise in motions, cases, and proceedings; prepares memoranda summarizing issues and facts raised in matters brought before the court; attends court hearings; reviews proposed orders; assists in the preparation of CLE materials; drafts revisions to local rules and procedures; works with the Clerk's Office staff in the administration of cases and proceedings; is the liaison between the court and attorneys; and acts as advisor, making recommendations based on the law, to the judge. There is daily interaction with the judge and judicial assistant, and monthly travel to the Rutland court location.

Minimum Qualifications/Requirements

To qualify for the position, one must be a law school graduate and possess excellent research, writing, communication, and computer skills. Extensive knowledge of bankruptcy law and familiarity with bankruptcy procedure is required. Good character, strong legal reasoning skills, attention to detail, conscientiousness, enthusiasm, creativity, and excellent organization skills are essential. Applicants who have clerked for a United States Bankruptcy Judge or have experience practicing commercial and/or bankruptcy law will be best qualified for this position. Law review, moot court, or similar experience is preferred, but not required. Facility with the CM/ECF system and advanced skills in Word and Adobe Acrobat are very helpful.

Information for Applicants

Employment with the United States Bankruptcy Court offers a benefit package, legal experience at the federal court level, and significant responsibility and challenge. Applicants should post a cover letter, current resume with class rank and honors, two letters of recommendation, day and evening telephone numbers, e-mail address, law school transcript, and at least one current writing sample to OSCAR, or send via U.S. mail or e-mail to:

U.S. Bankruptcy Court, District of Vermont  
Attn: Daniel Bogatz, Law Clerk  
daniel\_bogatz@vtb.uscourts.gov  
P.O. Box 274  
Burlington, Vermont 05402-0274

*THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER*

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\* The salary may be higher, based upon the number of years of post-graduate legal experience and previous service as an elbow law clerk to a federal judge. Salary is paid bi-weekly and distributed via direct deposit only.

Position vacancy posted 10/28/14