

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 Date:	August 21, 2017 **
Term End Date:	September 2, 2019
Will Begin Reviewing Applications:	September 15, 2016
Position Location:	Burlington, Vermont
Starting Salary:	JSP 11 Step 1 (currently \$59,246)

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 to the judge on a variety of legal and procedural issues. There is daily interaction with the judge, judicial assistant, and Clerk's Office staff. The law clerk travels with the judge to the Rutland court location for hearings, about two days per month.

Minimum Qualifications / Requirements

To qualify for this position, one must be a law school graduate and possess excellent research, writing, communication, analytical, 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 clinical experience is preferred, but not required. Facility with the CM/ECF system and advanced skills in Word and Adobe Acrobat are very helpful.

The successful applicant must be a U.S. citizen or be eligible to work in the United States; and also pass a criminal background check, execute a non-disclosure agreement, and agree to comply with the governing ethical requirements for federal judges' staff, prior to commencing employment.

General 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: Maria Dionne, Judicial Assistant

at either maria_dionne@vtb.uscourts.gov or P.O. Box 274, Burlington, Vermont 05402-0274

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

* The salary may be higher, if the applicant has post-graduate legal experience or has previously served as an elbow law clerk to a federal judge. Salary is paid bi-weekly and distributed via direct deposit only.

** The current Law Clerk will also be on staff from August 21 through September 1; this time period will be dedicated to training. The two-year term will commence on September 2, 2017.

Position vacancy posted 8/24/16