

JUDICIAL LAW CLERK TO THE HONORABLE HEATHER Z. COOPER – TERM POSITION  
United States Bankruptcy Court for the District of Vermont

Clerkship Term:	1 year
Term Start Date:	May 2, 2022
Term End Date:	May 2, 2023
Accepting Applications:	Until April 30, 2022
Position Location:	Burlington, Vermont (with hybrid/remote option available)
Salary Range:	\$67,023 – \$95,526 (JSP 11/1 – JSP 13/1)

Description

I currently have an opening for a term law clerk with a start date as early as May 2, 2022; however, the date is flexible. The term is for one year with the understanding that the term may be renewed for a second year, and usually is if acceptable to both parties. Term dates are approximate.

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 an advisor to the judge on a variety of legal and procedural issues.

Required Documents

Applicants should provide resume, cover letter, two writing samples, law school and undergraduate transcripts (law review/journal and top 10% class standing preferred), and two letters of recommendation.

Applications may be submitted online via <https://oscar.uscourts.gov>, or via mail or email to:

United States Bankruptcy Court for the District of Vermont  
Attn: Lisa Clifford, Judicial Assistant  
P.O. Box 274  
Burlington, VT 05402-0274  
[Lisa\\_Clifford@vtb.uscourts.gov](mailto:Lisa_Clifford@vtb.uscourts.gov)

Interview Information

Interviews will be conducted in-person or via video conference on a rolling basis until the position is filled. Once the position is filled, scheduled interviews will be canceled.