

## THE UNITED STATES BANKRUPTCY COURT Central District of California

POSITION			
LAW CLERK - TEMPORARY (12 WEEK APPOINTMENT BEGINNING APPROX. 8/31/09)			
LOCATION			
RIVERSIDE, CALIFORNIA			
SALARY/TARGET GRADE	OPENING DATE	CLOSING DATE	ANNOUNCEMENT
JSP 11 \$62,678 - \$81,476	JULY 7, 2009	UNTIL FILLED	09-07

**POSITION OVERVIEW**

The Law Clerk is responsible for performing a broad range of duties including: conducting legal research, preparing bench memos, drafting orders, verifying citations, communicating with counsel regarding case management and procedural requirements, assisting the Judge during courtroom proceedings, analyzing and summarizing case files, reviewing motions and preparing reports. The Law Clerk is also responsible for performing a broad range of administrative duties including: managing applications that do not require hearings; scheduling appointments; preparing reports and travel vouchers; responding to parties' written and telephonic inquiries; preparing orders and other legal documents; and other duties as assigned by the Judge.

**QUALIFICATIONS**

INTERNAL/EXTERNAL CANDIDATES

To qualify for the position of Law Clerk, a candidate must be a law school graduate or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree. Previous experience as an extern or law clerk is preferred but not required. Knowledge of law and litigation, excellent research and writing skills required. Prior legal work such as practice of law, legal research, legal administration or equivalent experience received after law school is preferred. Computer knowledge is desired; Applicant must be proficient in Windows, WordPerfect and Microsoft Word. Education course study in Bankruptcy preferred.

## EDUCATION

Law degree required.

## BENEFITS

The United States Bankruptcy Court offers a generous benefits package to full-time permanent employees which may include:

10 Paid Holidays	Paid Sick Leave
13 Days Paid Vacation (for the first three years)	Retirement
20 Days Paid Vacation (after three years)	Life Insurance Options
26 Days Paid Vacation (after fifteen years)	Thrift Savings Plan
Medical Coverage	Credit Union Participation
Eligible for Long Term Disability Plan Options	Long Term Care Options
Flexible Spending Account Options	

The United States Bankruptcy Court offers Flexible Spending Plans for Health Care Reimbursement and Dependent Care Reimbursement.

## INFORMATION FOR APPLICANTS

Please submit a letter of application along with a resume of work experience and other qualifications. Include names and phone numbers of personal references, such as former employers or professors. Transcripts of higher education would be helpful. Send application to the Chambers of the Honorable Peter Carroll located at 3420 Twelfth Street, Riverside, CA 92501.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The Ninth Circuit EEO Plan is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.

**JOB INFORMATION MAY BE OBTAINED BY CALLING (213) 894-3129**