



**United States Bankruptcy Court  
District of Arizona  
230 North First Avenue, Suite 101  
Phoenix, Arizona 85003-1706  
(602) 682-4000**

**Vacancy Announcement #24-01**

Position: Law Clerk

Location: Phoenix, Arizona

Position Type: Regular, Full-Time

Salary Range\*: JSP 11 \$75,783-\$98,515  
JSP 12 \$90,833 - \$118,079  
JSP 13 \$108,012 - \$140,419

\*Depending Upon Qualifications and Experience

Opening Date: January 29, 2024

Closing Date: Open Until Filled

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**INTRODUCTION**

The United States Bankruptcy Court for the District of Arizona seeks qualified applicants for a full time, Term Law Clerk position in the Court's Phoenix office for a term of one year with the possibility for extension (not to exceed four years). Estimated start date is March 18, 2024.

**REPRESENTATIVE DUTIES INCLUDE**

The representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by this position and do not reflect all duties assigned.

- Conducting legal research.
- Preparing legal documents such as orders, memoranda, and draft opinions.
- Case management.
- Court calendar monitoring.
- 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.

## **QUALIFICATIONS**

To qualify for the position of Law Clerk, a candidate must be a law school graduate and have one or more of the following attributes upon appointment:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools.
- Experience on the editorial board of a law review of such school.
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies, which, in the opinion of the judge, is the equivalent of one of the above.

The successful candidate should have strong organizational, management and communications skills, thorough knowledge of the law and legal procedures, and skill in legal writing. Must have the ability to quickly process and resolve complex issues, possess excellent verbal, written and interpersonal skills. The ability to use Westlaw, Word and Zoom is highly desirable.

## **CITIZENSHIP**

Applicants must be citizens of the United States or eligible to work in the United States. To review citizenship requirements for employment in the Judiciary, please visit <http://www.uscourts.gov>.

## **EMPLOYEE BENEFITS**

- Time off: 11 paid holidays, 13 vacations days, and 13 sick leave days annually. After three (3) years (including any prior federal work experience), vacation days accrue at a higher rate.
- Choice of a variety of employer-subsidized federal health, dental, vision, and life insurance plans.
- Flexible spending account to pay out-of-pocket health and dependent care expenses with tax-free dollars.
- Flexible work schedules with the ability to participate in telework opportunities may be available, eligibility for Public Service Loan Forgiveness Program, public transit subsidy, and reasonable work hours.

## **APPLICATION PROCESS**

To apply for this position, qualified candidates must submit the following **in one pdf document in the following order**:

- an introductory cover letter detailing relevant experience\*\*
- a writing sample (less than 10 pages)
- a current detailed resume (including training that you have completed and obtained certifications)
- AO-78, Federal Judicial Branch Application for Employment  
(download from <https://www.azb.uscourts.gov/> or <http://www.uscourts.gov>)
- please email the pdf document **to julie\_kossak@azb.uscourts.gov**

**\*\*The cover letter must include the following information; however, not to exceed two pages:**

- vacancy announcement number 24-01
- highlighted qualities and/or strengths that you will bring to the position

**Incomplete applications may not be considered. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.**

## **CONDITIONS OF EMPLOYMENT**

Must be a U.S. citizen or permanent resident in the process of applying for citizenship. Successful applicants are provisionally hired pending results of background investigation and fingerprinting. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Employees are required to adhere to the Code of Conduct for Judicial Employees. Direct deposit of pay is required. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement for any reason. Said modifications may occur without prior written or other notice.

## **DIVERSITY AND EQUITY FOCUSED EMPLOYER**

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

Due to the volume of applications received, only applicants who are tested and/or interviewed will receive a written response regarding their application status.

**The United States Bankruptcy Court District of Arizona  
is an Equal Opportunity Employer**