



**UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF OHIO
EASTERN DIVISION**

Vacancy Announcement

POSITION TITLE: Term Law Clerk to United States Bankruptcy Judge Tiiara N.A. Patton

APPLICATION PERIOD: 9/22/2020 – 10/22/2020

LOCATION: Youngstown, Ohio

The position will remain open until filled.

SALARY RANGE: Salary ranges from \$64,009 (JSP11/1) to \$91,231 (JSP 13/1). Starting salary commensurate with qualifications and legal work experience.

TERM TO COMMENCE: The position will be available immediately. Applicant must be a United States citizen or eligible to work in the United States.

Position Overview

The term law clerk duties include, but are not limited to, the following:

- Reviewing and processing motions and proposed orders and other bankruptcy case documents to determine issues involved and compliance with legal and procedural requirements;
- Researching and drafting opinions and orders, including proofreading and cite-checking;
- Assisting with chambers administrative duties including answering the telephone, advising appropriate court personnel and parties on the status of particular cases, and assisting the Judge during courtroom proceedings; and
- Communicating with counsel and court staff regarding case management and procedural requirements.

Qualification Standards

To qualify for the position of law clerk, a person must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and preferably have demonstrated one of the following accomplishments or proficiencies:

- Standing within the upper third of 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 a school;
- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the Judge, is the equivalent of one of the above.

Additional Knowledge, Skills, and Abilities

A qualified applicant must:

- Have taken a bankruptcy class in law school, or have an interest in bankruptcy law;
- Possess excellent written and oral communication, proofreading and administrative skills;
- Have organizational and analytical skills;
- Demonstrate attention to detail;
- Have an ability to relate and work well with others in a small chambers group, and maintain good rapport with the clerk's office staff and bar;
- Have an ability to multitask and consistently meet deadlines and targeted goals;
- Possess excellent computer proficiency, including computer-assisted research skills and the ability to learn the Court's software programs. Applicant must be highly skilled in legal research and writing, and must be able to use Westlaw, Word, Outlook, PowerPoint or comparable products; and
- Maintain confidentiality.

Application Procedures

Interested applicants are asked to submit the following in a single .pdf file by emailing to OHNB_PattonHR@ohnb.uscourts.gov:

- **Cover Letter** – include an email address in your contact information.
- **Resume**
- **Law School Transcript(s)**
- **Writing Sample** (10 pages or less).
- **Contact information for three professional references**

This announcement will be posted on <https://oscar.uscourts.gov/home>, the Online System for Clerkship Application and Review (OSCAR). Applicants may respond using the OSCAR website.

General Information

- Applicant must be a United States citizen or eligible to work in the United States.
- This is a sensitive position with the United States Bankruptcy Court. The successful candidate is hired provisionally, pending the results of an FBI fingerprint and criminal background check.
- Employees must adhere to the Code of Conduct of Judicial Employees, which is available at: <https://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>.

- Employees of the United States Bankruptcy court are “At Will” employees and can be terminated with or without cause by the Court.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The best qualified candidates will be contacted for interviews. Candidates for interviews may travel at their own expense or be interviewed via telephone and/or video conference.
- Resumes or enclosures will not be returned.
- The Court reserves the right to modify the conditions of this announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview.

Benefits

The judiciary offers a number of exceptional benefits to its employees. As a judiciary employee, you may be eligible to participate in the following benefits programs:

- **Health Insurance** — The Federal Employees Health Benefits Program (FEHB) offers several plans. FEHB offers Fee-for-Service, Health Maintenance Organization and Health Savings Account plans to meet individual health needs.
- **Life Insurance** — The Federal Employees’ Group Life Insurance Program (FEGLI) offers basic life insurance plus three types of optional insurance.
- **Dental and Vision Insurance** — The Federal Employees Dental and Vision Insurance Program (FEDVIP) offers supplemental dental and vision benefits available to federal employees and eligible family members.
- **Judiciary Long-Term Care Insurance Program** — The judiciary’s Long-Term Care Program administered by CNA provides long term care insurance for judiciary employees and their spouses, parents, parents-in-law, stepparents, grandparents and grandparents-in-law.
- **Federal Long-Term Care Insurance Program** — The Federal Long-Term Care Insurance Program (FLTCIP) offered by the Office of Personnel Management provides long term care insurance for federal employees and their parents, parents-in-laws, stepparents, spouses and adult children.
- **Leave** — The federal leave program offers time off benefits, including annual leave and sick leave, 10 paid holidays per year, Family Friendly Leave, Family Medical Leave and a leave sharing program.
- **Flexible Spending Accounts** — The judiciary’s Flexible Spending Accounts Program allows employees to pay for certain health and dependent care expenses with pre-tax dollars.

**The United States Bankruptcy Court for the Northern District of Ohio
is an Equal Opportunity Employer.**