



## Vacancy Announcement United States District Court Western District of Missouri

**Position:** Term Law Clerk to U.S. Bankruptcy Judge  
**Position No:** TLC-04-17  
**Location:** Kansas City, Missouri

**Salary Range:** JSP 11-14 (\$60,487 - \$132,441)  
(Grade based on experience)

**Opening Date:** April 26, 2017  
**Closing Date:** May 31, 2017

### Overview of Position

The judicial law clerk acts as an advisor, conducts research on issues of law in order to make recommendations to the Bankruptcy Judge, prepares memoranda and short orders, drafts opinions, verifies citations, completes reports for recommendations in pending cases, and jury instructions. There is daily interaction with the judge, other chamber's staff, and Clerk's Office employees concerning legal and court related issues. A judicial law clerk communicates with counsel regarding case management and procedural requirements, attends trials and other court proceedings to assist the judge, maintains the chamber's library, and performs other administrative duties as assigned.

### Qualifications

To qualify for the position, one must have the following minimum requirements:

- (1) Law school graduate at the time of appointment;
- (2) Excellent research, writing, proofreading, communication skills, and knowledge of computer operations;
- (3) Exceptional organizational skills, ability to multitask, punctual, detail oriented, and willing to accept responsibility, work independently, and establish and meet deadlines; and
- (4) Good character, maturity, and have a willingness to work long hours as may be required.
- (5) Available for required occasional travel.

### Conditions of Employment

Selectee will be subject to an FBI background check. Employment will be considered provisional until the FBI background check is completed.

Selectee must be a United States citizen or meet appropriations act citizenship requirements for federal employment (For non-U.S. citizens, please see:

[https://help.usajobs.gov/index.php/Employment\\_of\\_Non-citizens](https://help.usajobs.gov/index.php/Employment_of_Non-citizens))

Court employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judicial Policy*, and are bound by the ethical standards established by the chief judge and the Code of Conduct for Judicial Employees. The United States District and Bankruptcy Courts are part of the federal judiciary.

## **Benefits**

The following benefits are available for this position:

- 10 Paid Holidays each calendar year
- Insurance plans: Health, Dental, Vision, Life, Long-Term Care, and Long-Term Disability
- Flexible Spending Accounts (Health-care and Dependent-Care reimbursement accounts)

## **Application Procedures**

Qualified applicants must submit all the following to be considered:

- A cover letter;
- A resume;
- A list of three professional references;
- A legal writing sample; and
- A completed AO-78 Application for Judicial Branch Federal Employment form (<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>).

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## **Miscellaneous Information**

Only qualified applicants who submit all the required items listed above will be considered for this position. Only those candidates selected for an interview will be contacted. The court is not authorized to reimburse expenses to travel for interviews or for relocation. The court reserves the right to modify the conditions of this vacancy announcement. The Western District of Missouri is an equal opportunity employer and values diversity in the work place.