



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

Position:	Term Law Clerk to U.S. Bankruptcy Judge
Position No:	TLC-022420
Location:	Kansas City, Missouri
Salary Range:	JSP 11-13 (\$64,660 - \$119,810) (Grade based on experience)
Opening Date:	February 24, 2020
Closing Date:	June 30, 2020 (or until filled)

### Introduction

Hon. Brian T. Fenimore, Chief U.S. Bankruptcy Judge, is now accepting applications to fill a term law clerk position in Kansas City, Missouri beginning August 2021 and ending September 2023. Chambers may contact applicants to schedule interviews immediately after receiving applications. The application period ends June 30, 2020, unless Judge Fenimore fills the position earlier.

### Overview of Position

The judicial law clerk acts as an advisor, conducts extensive legal research on issues of law in order to make recommendations to the Judge, prepares memoranda and short orders, drafts opinions, verifies citations, completes reports for recommendations in pending cases, and jury instructions. Assists with seminar materials, supervises externs, prepares for and attends evidentiary hearings and trials, motions dockets, pretrial conferences, and status conferences.

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, maintains the chamber's library, and performs other administrative tasks.

### Qualifications

Clerks must be a law school graduate at the time of appointment, possess excellent legal research and writing skills, enjoy a collaborative work environment, and feel comfortable voicing opinions in an appropriately professional and deferential manner. Moot Court, Law Review, top 25% class standing, and bankruptcy or commercial law experience are preferred but not required. Clerks must be available to travel to an outer division one to two nights each month.

### Conditions of Employment

Applicants who are non-United States citizens must meet the judiciary requirements for federal employment. Only qualified applicants will be considered for this position. As a condition of employment, the selected candidate must undergo an FBI background investigation. Employment will be considered provisional until the FBI background check is completed. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay.

Additionally, employees must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judicial Policies and Procedures*, and are bound by the ethical standards established by the Judge and the Code of Conduct for Judicial Employees. Successful employment with the U.S. Courts is based on acceptable performance and is an at-will employment opportunity.

## **Benefits**

The following benefits are available for this position:

- 10 Paid Holidays each calendar year
- Insurance plans: Health, Dental, Vision, Life and Long-Term Care

## **Application Procedures**

Qualified applicants must submit all the following to be considered:

- cover letter;
- resume;
- law school grade sheet;
- undergraduate transcript
- writing sample (ten pages or less);
- three letters of recommendation; and
- A completed AO-78 Application for Judicial Branch Federal Employment form (<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>).

Judge Fenimore Chambers  
United States Bankruptcy Court  
Charles Evans Whittaker Courthouse  
400 East 9<sup>th</sup> Street, Room 6552  
Kansas City, MO 64106

OR apply online at: <https://oscar.uscourts.gov/>

## **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 workplace.