



Vacancy Announcement United States District Court Western District of Missouri

Position: Temporary Law Clerk to U.S. Bankruptcy Judge
Duration: August 1, 2021 to November 1, 2021
Position No: TPLC-0821
Location: Kansas City, Missouri

Salary Range: JSP 11-13 (\$65,307 - \$121,006)
(Grade based on experience)

Opening Date: June 8, 2021
Closing Date: July 2, 2021 at 5:00 p.m.

Introduction

Hon. Cynthia A. Norton, U.S. Bankruptcy Judge, is now accepting applications to fill a temporary law clerk position in Kansas City, Missouri beginning August 1, 2021 and ending November 1, 2021. Chambers may contact applicants to schedule interviews immediately after receiving applications. The application period ends July 2, 2021, unless Judge Norton 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;
- unofficial transcript
- writing sample (ten pages or less);
- two letters of recommendation; and
- a completed AO-78 Application for Judicial Branch Federal Employment form (<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>).

Submit application materials to Kathy Popejoy in HR via email: Kathy_popejoy@mow.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.