



**UNITED STATES BANKRUPTCY COURT – DISTRICT OF COLORADO**

US Custom House  
United States Bankruptcy Court  
721 19<sup>th</sup> Street  
Denver, Colorado 80202

**Law Clerk – Term (Revised)**

**Vacancy Announcement: 2021-01-USBC**

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<b>POSITION:</b>	<b>Law Clerk - Term</b>
<b>POSITION TYPE:</b>	<b>Full-time, Term Limited (Mon – Fri, 8am-5pm)</b>
<b>SALARY RANGE:</b>	<b>JSP Grades 11-13 (\$70,883 – \$131,337)</b>
<b>OPEN DATE:</b>	<b>Friday, April 16, 2021</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>DUTY STATION:</b>	<b>Denver, Colorado</b>

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This position will be appointed to the chambers of Judge Joseph G. Rosania, Jr. for the U.S. Bankruptcy Court for the District of Colorado in Denver. The term judicial law clerk researches issues of law, attends court proceedings, and makes recommendations to the assigned judicial officer based on the law. There is daily interaction with the judicial officers and other law clerks concerning legal and court-related issues. This position also requires the judicial law clerk to answer chambers phone calls, maintain the judicial officer’s calendar, and schedule hearings.

This appointment will be for an initial term of two years and may be extended to no more than an additional two years. Previous federal service as a Term Law Clerk may lessen the four-year total appointment. Successful candidate will be able to provide a minimum two-year commitment to the appointment.

**Minimum Qualifications**

To qualify for the position of law clerk, an applicant 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 have one or more of the following attributes:

- 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 a school;
- Graduation from such a school with an LLM degree; or
- Demonstration of proficiency in legal studies, which in the opinion of the judge, is equivalent to one of the above.

To qualify for grade 12 in the Judicial Salary Plan (JSP), one year of legal work experience following law school graduation is required. To qualify for JSP grade 13, two years of legal work experience following law school graduation is required. Except for grade 11, the applicant must be a member of the bar of a state, territory, or federal court of general jurisdiction.

Legal work experience is defined as progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited on a month-for-month basis, whether before or after graduation, but not to exceed one year if before graduation from law school.

### **Preferred Qualifications**

It is preferred that applicants took bankruptcy in law school or have experience in the bankruptcy field or comparable practice areas. Applicants must be highly skilled in legal research and writing, and must be able to use Westlaw, Lexis and Microsoft Office. Familiarity with electronic case filing and management systems is preferred. Applicants must be able to quickly process and resolve complex issues. Excellent verbal, written and interpersonal skills, maturity, judgment and discretion are required.

### **Additional Information**

This position is considered a **term** appointment. Term appointments end no later than four years from the date of the appointment unless previous federal Term law clerk experience applies. Law clerks appointed to term appointments are subject to social security deductions and are eligible for health, dental, vision, and life insurance coverage. Term law clerks are not eligible to participate in the retirement system or the Thrift Savings Plan. Based on the judge's discretion, Term law clerks may or may not be placed on the Leave Act. Please visit [our website](#) for a complete federal benefits overview. Employees must adhere to the judiciary's Code of Conduct. In addition, this position is subject to mandatory fund transfer (EFT) participation, adherence to 8 U.S.C. § 1324b(a)(3)(B) regarding hiring of lawful permanent residents, and an FBI fingerprint and/or background check. Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" employees.

### **HOW TO APPLY**

All qualified applicants should submit the following on OSCAR at: <https://oscar.uscourts.gov> or if you have issues with OSCAR, please email them to [COD\\_HRD@cod.uscourts.gov](mailto:COD_HRD@cod.uscourts.gov)

- Application form AO78 (Download it [here](#) and save it into your computer prior to filling in)
- Cover letter & current resume;
- Two letters of professional reference;
- Writing sample.

Incomplete applications and applications received after the closing date may not be considered.

**THE UNITED STATES COURTS ARE AN EQUAL OPPORTUNITY EMPLOYER**