

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF ARIZONA
POSITION VACANCY ANNOUNCEMENT

Law Clerk to the Honorable Scott H. Gan

Resumes Accepted Beginning: September 29, 2017

Resume Closing Date: Open until filled.

Duty Station: Tucson, Arizona

Start Date: August 1, 2018 - negotiable

Starting Annual Salary Range: JSP 11/1- JSP 14/10 (\$60,524 - \$132,521). Depending upon qualifications and experience and salary history. This position falls within the Judicial Salary Plan of the United States Judiciary and is therefore outside the scope of Civil Service. Salary, retirement and other benefits compare to those for employees of Civil Service.

Qualifications: The applicant must be a law school graduate at the time of appointment and must possess excellent research and writing skills, and PC proficiency in Windows and Word. Familiarity with bankruptcy law and business concepts is highly preferred, which may include serving as an extern with the bankruptcy court, course work, or working with a bankruptcy practitioner. Experience on the editorial board of law review, moot court, and/or publication of noteworthy articles is preferred but not required. Good character, maturity, and willingness to work long hours and under deadlines are also required.

General Job Description: The law clerk will be required to do extensive legal research and writing on a wide range of issues that arise in bankruptcy proceedings, draft memoranda and opinions, confer with the Judge and members of staff on legal matters affecting the administration of bankruptcy laws, and perform other duties as prescribed by the Judge and staff. A good portion of the clerk's time will be spent in the courtroom observing proceedings. Travel to other divisions located within the District of Arizona will be necessary.

Applications: Applicants will be screened for qualifications and the best qualified applicants will be invited for a personal interview. Candidates may apply for this position through the Online System for Clerkship Application and Review (OSCAR) at <http://oscar.uscourts.gov/>

Alternatively, candidates may submit application by U.S Mail to:

Honorable Scott H. Gan
United States Bankruptcy Judge
District of Arizona
38 S. Scott Avenue
Tucson, AZ 85701

Cover letter must state in the first sentence the applicant's interest in and reason for applying for this particular bankruptcy clerkship. Resume must include names, addresses and telephone numbers of at least three references familiar with the applicant's character and/or legal ability. Resume must be

accompanied by an official law school transcript which should include class rank and grade point average—upper 50% standing required. Applicant also must submit a writing sample. Due to the volume of applications usually submitted, receipt of individual applications will not be acknowledged.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be a U.S. citizen or eligible to work in the United States.

Judicial Code of Ethics prohibits the practice of law while employed by the court.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The selected candidate will be subject to a background check as a condition of employment.

Appointment is provisional and retention is contingent upon the successful completion of a background check.

Travel and relocation expenses cannot be reimbursed.