



**United States Bankruptcy Court  
for the District of Arizona**

38 S. Scott Avenue  
Tucson, AZ 85701  
(520) 202-7500

**Vacancy Announcement – 21-05**

**Position:** Term Law Clerk to Judge Scott H. Gan  
**Location:** Tucson Office  
**Position Type:** Full-Time, Term  
**Salary Range:** JSP 11\* (\$65,340 - \$84,948 annually)  
JSP 12\* (\$78,317 - \$101,816 annually)  
\*Depending on qualifications, experience, and salary history  
**Opening Date:** September 1, 2021  
**Closing Date:** October 15, 2021

---

**Introduction:**

The U.S. Bankruptcy Court for the District of Arizona is seeking employment for a Term Law Clerk located in the Tucson Office.

**Duties of the Position:**

The position involves extensive research and writing on a wide range of issues that arise in federal bankruptcy proceedings. Responsibilities include, but not limited to:

- Substantively review pleadings and prepare bench memos.
- Draft orders/opinions on pending matters.
- Respond to internal and external inquiries on pro se legal and procedural matters.
- Assist other judges with legal research projects on an "as needed" basis.
- Additional legal and administrative duties may be assigned from time to time.
- Candidates must have excellent research and writing skills
- Familiarity with bankruptcy law and business concepts is preferred.

**Minimum Qualifications**

To qualify for the position of law clerk at salary level JSP 11, a person must be a law school graduate and have one or more of the following accomplishments or proficiencies:

- 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 school.
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies, which, in the opinion of the judge, is the equivalent of one of the above. Some examples of criteria which are considered to be acceptable as equivalent include:
  - Publication of a noteworthy article in a law school student publication or other scholarly publication.
  - Special high-level honors for academic excellence in law school, such as election to the Order of the Coif.
  - Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools.
  - Participation in the legal aid or other law school clinical program sanctioned by the

- law school\*; or
- Summer experience as a law clerk to a state or local judge or law clerk experience on a continuing basis in a private firm while attending school (i.e., working one's way through college).

\*To receive credit, participation and experience could not have been for academic credit. This list is not all-inclusive, the determination of an acceptable equivalence rests with the appointing judge.

To qualify for the position of law clerk at salary level JSP 12, a person must be a law school graduate, have one year of legal work experience performed after graduation from law school, be a member of the bar of a state, territorial, or federal court of general jurisdiction and have one or more of the attributes listed under Minimum Qualifications.

**Applicant Information:**

- Applications will be screened for qualifications and the best qualified applicants will be invited for a personal interview. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.
- Employees of the United States Bankruptcy Court are "At-Will" employees and are not covered by the Office of Personnel Management's civil service classifications or regulations.
- This position may or may not be covered under the Leave Act.
- This position is subject to a mandatory FBI fingerprint background check or investigation. Appointment is provisional and retention is contingent upon the successful completion of the background check.
- The Bankruptcy Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay. \*All promotions are based on successful performance and subject to approval by the Administrative Office of the U.S. Courts.

**How to Apply:**

Submit your cover letter, resume, law school transcript, writing sample (no more than 10 pages) and three letters of recommendation to:

U.S. Bankruptcy Court  
Attn: Chambers of Scott H. Gan  
38 S. Scott Avenue  
Tucson, AZ 85701  
or via email: [Mary\\_Ellen\\_Butera@azb.uscourts.gov](mailto:Mary_Ellen_Butera@azb.uscourts.gov)

The United States Bankruptcy Court District of Arizona  
is an Equal Opportunity Employer