



United States Bankruptcy Court District of Arizona

38 South Scott Avenue
Tucson, Arizona 85701
(602) 682-4000

Vacancy Announcement No: 22-06 Tucson

Position: Term Law Clerk to Judge Scott H. Gan

Location: Tucson Office

Opening Date: October 1, 2022

Closing Date: October 15, 2022

Position Type: Full-time, Term

Start Date: August 2023

Salary Range: JSP 11 - JSP 13, Step 1-10 (\$67,109 - \$124,340) Depending upon qualifications, experience and salary history*

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.

Qualifications:

Candidates must be a law school graduate and have excellent research and writing skills. Familiarity with bankruptcy law and business concepts is highly preferred. Bar membership and one year of post-graduate legal work experience is required for appointment at the JSP 12 level. For appointment at the JSP 13 level, two years of post-graduate legal work experience and bar membership is required.

Applicant Information:

Applications will be screened for qualifications and the best qualified applicants will be invited for a personal interview.

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

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.

Applicant must be a United States citizen or eligible to work in the United States.

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.

This position may not be covered under the Leave Act.

Travel and relocation expenses will not be reimbursed.

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:

Preferred method email to: maryellen_butera@azb.uscourts.gov or

Mail to: U. S. Bankruptcy Court, District of Arizona

Attention: Chambers of Judge Scott H. Gan

38 S. Scott Ave., Tucson, AZ 85701

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