



UNITED STATES BANKRUPTCY COURT – DISTRICT OF COLORADO

US Custom House
United States Bankruptcy Court
721 19th Street
Denver, Colorado 80202

Term Law Clerk

Vacancy Announcement: 2025-03-USBC

POSITION:	Term Law Clerk
POSITION TYPE:	Full-time, term limited (Mon – Fri, 8am-5pm)
SALARY RANGE:	<u>JSP 11/1 to JSP 13/1</u> (\$82,440-\$117,501) – Pay Table DEN* <i>*Starting salary is commensurate with qualifications and experience. Advanced in step placement may be available for current or prior federal employees based on highest previous rate rules.</i>
OPEN DATE:	Thursday, January 30, 2025
CLOSING DATE:	Open until filled; Preference given to those who apply by close of business Friday, February 14, 2025
DUTY STATION:	Denver, Colorado

This position will be appointed to the chambers of Chief Judge Kimberley H. Tyson for the U.S. Bankruptcy Court for the District of Colorado in Denver. The judicial law clerk researches issues of law, attends court proceedings either in person or remotely, 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.

The preferred start date for this position is February 24, 2025, but is negotiable. This term judicial law clerk appointment will be for an initial term of one year and may be extended to no more than three additional years at the discretion of the judicial officer.

Minimum Qualifications

To qualify for a JSP 11/1, a person must be a graduate from a law school of recognized standing, and have demonstrated one 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 a school;
- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

To qualify for a JSP 12/1, a person must meet the above but also have at least one year of full-time legal work experience after graduation from law school and must be a member of the bar of a state, territorial, or federal court of general jurisdiction.

To qualify for a JSP 13/1, a person must meet the above but also have at least two years of full-time legal work experience after graduation from law school and must be a member of the bar of a state, territorial, 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 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, Microsoft Office products and Adobe Acrobat. 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 law clerk appointments are limited to a total of four years, including all previous appointments held under a federal term law clerk capacity. Term law clerks 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 federal employee's retirement system (FERS) or the Thrift Savings Plan (TSP). 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.

All 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. Applicants selected for interviews may be required to provide copies of educational degrees, certifications, references and salary history.

HOW TO APPLY

Applicants must apply online through [OSCAR](#). Through OSCAR, each applicant should submit:

- Application form AO78 (Download it [here](#)) All applicants for this position must also complete the "Optional Background Information" section of the AO78 (page 5) for consideration;
- Cover letter & current resume;
- Writing sample;
- College transcripts;
- Contact information for two professional references.

Incomplete applications may not be considered. Please DO NOT send any application materials to us through any other means, including in hard copy or via email.

Contact our HR Division at cod_hrd@cod.uscourts.gov with questions.

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER