



UNITED STATES BANKRUPTCY COURT
for the District of Puerto Rico

VACANCY ANNOUNCEMENT No. FY 13-01

Position Title: Term Law Clerk
Type: Full-Time Temporary
Grade/ Salary: JSP 11-13 (\$57,408-\$81,823), depending on qualifications, plus 4.20% of Cost of Living Allowance (COLA)
Posting Date: February 24, 2013
Closing Date: March 8, 2013
Who May Apply: Public
Location: Ponce, Puerto Rico

OVERVIEW: Judicial law clerks are primarily responsible for performing legal research, preparing orders, memoranda and drafting opinions.

QUALIFICATIONS: To qualify for the position of law clerk on the personal staff of a federal judge, a person 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 accomplishments or proficiencies: (1) 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; (2) experience on the editorial board of a law review of such a school; (3) graduation from such a school with an LLM degree; or (4) proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above.

Some examples of criteria that are considered to be acceptable as equivalent include:

(1) publication of a noteworthy article in a law school student publication or other scholarly publication; (2) special high-level honors for academic excellence in law school, such as election to the Order of the Coif; (3) winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools; (4)* participation in the legal aid or other law school clinical program sanctioned by the law school; or (5)* 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). (*In order to receive credit, participation and experience could not have been for academic credit.)

No legal experience or bar membership is required for appointment at JSP Grade 11. For appointment at JSP Grade 12, the applicant must have one year of legal work experience and bar membership. For appointment at JSP Grade 13, the applicant must have two years of legal work experience and bar membership.

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

BENEFITS: Term law clerks are covered by Social Security, but no other retirement system, and they are eligible for health and life insurance coverage, Flexible Benefit Program, and Long-Term Care Insurance.

INFORMATION FOR APPLICANTS: Employees of the judiciary are AT-WILL employees. Applicants must be citizens of the United States of America or be eligible to work in the United States. The selected candidate will be subject to fingerprinting check as a condition of employment. Retention depends upon a favorable suitability determination. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The selected candidate must adhere to the Code of Conduct available at www.prb.uscourts.gov.

False statements or omissions of information on any application materials may be grounds for non-selection. The Court is not authorized to reimburse travel expenses for interviews or relocation.

HOW TO APPLY: Qualified candidates must submit a letter of interest, résumé, writing sample, and application (form AO 78 available at <http://www.uscourts.gov/forms/AO078.pdf>) by e-mail (must be PDF format, WordPerfect or MS Word) to Human_Resources@prb.uscourts.gov, or by mail or hand delivery to: Human Resources Office, US Bankruptcy Court for the District of PR, José V. Toledo U. S. Post Office & Courthouse Bldg., 300 Recinto Sur Street, Suite 134, San Juan, PR 00901. No applications will be considered if received after 4:00 PM, March 8, 2013. No telephone inquiries, please.

**THE UNITED STATES BANKRUPTCY COURT IS AN
EQUAL OPPORTUNITY EMPLOYER.**