



## UNITED STATES BANKRUPTCY COURT DISTRICT OF NEW JERSEY

### VACANCY ANNOUNCEMENT

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<b>Location:</b>	Newark, New Jersey
<b>Position Title:</b>	Career Law Clerk to the Hon. John K. Sherwood
<b>Type:</b>	Full Time
<b>Classification Level:</b>	JSP 12 – JSP 14
<b>Salary Range:</b>	(depending upon qualifications and experience)
<b>Opening Date:</b>	November 14, 2024
<b>Closing Date:</b>	Open Until Position Filled
<b>Approximate Start Date:</b>	January 13 <sup>th</sup> , 2024

Interviewing and hiring will occur on a rolling basis.

#### SALARY RANGE

2024 Annual Salary ranges from JSP 12 (beginning at \$102,163 with one-year prior work experience & bar membership) to JSP 14 (beginning at \$143,559 with three years prior work experience & bar membership). Starting salary is dependent on qualifications and prior legal work experience. Two of the three years of legal work experience must have been served in the federal judiciary.

#### POSITION OVERVIEW

Responsibilities for this full-time position include providing legal research, writing, and editing assistance to the Judge; reviewing uncontested matters and the related proposed orders; reviewing pending matters on the court calendar and occasionally helping with preparation for hearings. The Career Law Clerk also performs administrative duties for chambers such as: communicating with attorneys and *pro se* parties; assisting with the hiring and management of term clerks and interns; assisting with expense reimbursement forms for the Judge; assisting with or preparing annual and semi-annual reports; and ordering supplies for chambers as needed.

#### QUALIFICATIONS

For consideration, candidates must be law school graduates from an ABA accredited law school with strong academic credentials and/or work experience. Applicants should be familiar with bankruptcy law and have prior experience working for a bankruptcy judge or practicing bankruptcy. Applicants must be skilled in legal research and writing, and must be able to use Westlaw, Lexis, Word, Outlook, and comparable products. Familiarity with electronic case filing is highly preferred. Excellent interpersonal skills, maturity, judgment, and discretion are required.

#### EMPLOYEE BENEFITS

The U.S. Bankruptcy Court provides a generous benefits package, competitive salary, and telework opportunities. Judicial employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term care options, annual sick leave accrual, and eleven paid federal holidays per year. Career clerks also qualify for participation in pre-tax benefit programs (health, dental, and vision insurance coverage, flexible spending accounts, commuter reimbursement); and earn 10 to 26 paid vacation days per year depending on the length of past federal employment.

For additional information on employment with the federal courts, please visit:

<https://www.uscourts.gov/careers/benefits>

### **APPLICATION**

To apply, please submit a cover letter, resume, law school transcript, undergrad transcript, and a short legal writing sample by email to [chambers\\_of\\_JKS@njb.uscourts.gov](mailto:chambers_of_JKS@njb.uscourts.gov) (preferred method) or apply through OSCAR. In your cover letter, please refer to the Career Law Clerk position in Judge Sherwood's chambers. The transcripts can be unofficial copies. Please note that the Court will only communicate with those applicants who are selected to interview.

If you are among the final applicants being considered for the position, you will be asked to provide two reference letters and will need to submit an Application for Judicial Branch Employment, which can be found at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

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

All applicants must be a U.S. Citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen as soon as they meet the eligibility requirements. The position is subject to an FBI background check and retention depends on a favorable suitability determination. Judicial employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause. All appointments are subject to mandatory electronic funds transfer, *i.e.*, "direct deposit". All employees are required to adhere to the Code of Conduct for Judicial Employees. The Court reserves the right to modify the conditions of this announcement or to withdraw the job announcement, or to fill the position sooner than expected without any prior written notice.

