

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF TEXAS**



Vacancy Announcement 13-01

**Judicial Law Clerk—Career Opportunity  
Dallas, Texas**

**Closing Date: Open Until Filled  
Salary: \$60,681—132,862**

\*The classification level and salary for this position will be based upon experience and education in accordance with the Judiciary Salary Plan of the U.S. Courts.

**POSITION OVERVIEW**

This position reports directly to the Honorable Barbara J. Houser, Chief U.S. Bankruptcy Judge. Duties include some administrative matters, assisting the Judge with docket preparation, researching a variety of legal issues, drafting orders and opinions, proofreading and verifying citations, communicating with counsel regarding procedural requirements, and assisting the Judge during courtroom proceedings. Additionally, the incumbent acts as advisor to the Judge, making recommendations based on the law. This opportunity is available immediately.

**REQUIREMENTS**

Graduate of accredited law school and at least one year of legal work experience after graduation. Superior writing and research skills. Ability to analyze complex legal questions. Ability to comprehend a wide range of legal concepts, principles and practices. Ability to communicate persuasively both orally and in writing. Thorough knowledge of the Bankruptcy Code and Rules of Procedure preferred. Experience in the practice of law or as a research attorney, prior clerkship experience, and bar membership are a substantial plus, but are not required. Bar membership required for appointment at JSP 12 level.

**BENEFITS:**

Court employees are not included in the government's civil service classification. They are, however, entitled to the same benefits as other federal employees, including: up to 13 days of paid annual leave per year for the first three years, thereafter up to 26 days per year, 10 federal holidays, participation in the Federal Employees Retirement System with

percent of contributions matched, choice of health benefit plan from several options, life insurance, and periodic salary increases. This position is subject to mandatory electronic funds transfer for salary payments.

**APPLICATION PROCESS:**

Submit a cover letter, current resume, reference list, law school transcript and writing sample(s) to: Human Resources Manager, by e-mail (in Word, Adobe or WordPerfect only) to: [employment@txnb.uscourts.gov](mailto:employment@txnb.uscourts.gov)

Applicants are encouraged to submit their application packages by February 1, 2013. Chief Judge Houser hopes to begin interviews the first full week of February, 2013.

**The selected candidate will be subject to an FBI background investigation as a condition of employment. Retention depends upon a favorable suitability determination.**

*The United States Bankruptcy Court is an Equal Opportunity Employer.*