

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF RHODE ISLAND**

Position: Law Clerk

Date: February 1, 2008

Salary: JSP 12-14

Tour of Duty: Full time

Location: Providence, RI

Closing Date: February 29, 2008

LAW CLERK TO U.S. BANKRUPTCY JUDGE

POSITION OVERVIEW

Hon. Arthur N. Votolato, U.S. Bankruptcy Judge for the District of Rhode Island is now accepting applications for the position of **Law Clerk**. At the outset, the position is considered a “temporary” appointment, with funding through the end of the current fiscal year (September 30, 2008). At the conclusion of the temporary (or probationary) period, at the discretion of the Bankruptcy Judge, the appointment may be extended to that of a term or career law clerk.

The law clerk assists the Judge in the management of the Court’s caseload, including monitoring the progress of cases and the filing of pleadings, and timely response to deadlines through the Court’s Electronic Case File (ECF) system; assisting the Judge in preparation for and attendance at Court sessions, legal research and writing of draft opinions, acting as a liaison with Judges and chambers’ staff in other jurisdictions, members of the Bar, and clerk’s office staff. The law clerk supervises student interns working in chambers.

QUALIFICATIONS:

Minimum Qualifications: As a member of the personal staff of a federal judge, the applicant 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 attributes:

- 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 of the editorial board of a law review of such school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies, which in the opinion of the judge, is the equivalent of one of the above;
- Appointment to JSP-12 or above requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction;
- 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. Major or substantial legal activities while on military duty 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.

Applicants must also demonstrate:

- Experience with routine and complex assignments and a demonstrated ability to think through, analyze, and interpret verbal and/or written communications, especially in prioritizing tasks and work assignments.
- The ability to apply a body of rules, regulations and policies.
- Superior oral, and written communication skills, and strong inter-personal skills.

Benefits:

Employees of the U.S. Bankruptcy Court are **NOT** included in the government's Civil Service classification, and term law clerks are **NOT** covered by the Leave Act. Other available benefits will be discussed with the applicants as necessary.

ABOUT THE COURT:

The United States Bankruptcy Court for the District of Rhode Island is located in downtown Providence, serving the State of Rhode Island and has one bankruptcy judge. The Court presently employs 20 staff. Please visit the Court's website: www.rib.uscourts.gov for more information.

To apply, please submit a **cover letter, resume and brief writing sample** (no more than 5 pages), by February 29, 2008, either by e-mail to: leah_waterman@rib.uscourts.gov, or by mail to:

U.S. Bankruptcy Court
ATTN: Leah Waterman, Judicial Assistant
380 Westminster Mall, 6th floor
Providence, RI 02903

An Equal Opportunity Employer

All applicants must be U.S. citizens or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

All appointments are subject to the U.S. Code of Ethics.