

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NORTH CAROLINA**

**VACANCY ANNOUNCEMENT**

**POSITION:** Judicial Law Clerk to United States Bankruptcy Judge  
**LOCATION:** Greenville, NC  
**CLOSING DATE:** Open Until Filled  
First/Interim Cut-Off Date: **January 17, 2020**

**POSITION:**

The United States Bankruptcy Court for the Eastern District of North Carolina is seeking qualified applicants to fill one judicial law clerk position beginning on February 3, 2020. Candidates interested in either term or career clerkships may apply. This position is stationed in the Greenville Division and may require travel to the Raleigh, Fayetteville, New Bern, and Wilmington Divisions. Judicial law clerks are primarily responsible for performing legal research, preparing orders, memoranda, and drafting opinions.

**MINIMUM QUALIFICATIONS:**

To qualify for the position of law clerk, 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). Salary will be based upon experience and qualifications in accordance with JSP guidelines. Starting salary range is \$62,236-136,271, depending on experience.

**APPLICATION PROCEDURE:**

Applicants must submit a cover letter, resume, writing sample, 2 letters of recommendation, and a copy of law school transcript via OSCAR. **Preference will be given to individuals who submit their application prior to the first/interim cut off listed above.** Travel and relocation expenses will not be reimbursed. Final candidates are subject to a background check.

**INFORMATION FOR APPLICANTS:** Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Current academic transcript required. The successful candidate is subject to a background check or investigation which includes an FBI fingerprint check as a condition of employment. Employee retention depends upon a favorable suitability determination. The U.S. Bankruptcy Court requires employees to follow a code of conduct available upon request. Due to the volume of applications received, the United States Bankruptcy Court will only communicate to those individuals who will be tested or interviewed for open positions. No funds are available for reimbursement of travel expenses in connection with interviews (or parking). You must be a U.S. citizen or eligible to work in the U.S.

This position is subject to mandatory Electronic Fund Transfer participation for payment of net pay. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written or other notice.

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