

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF KENTUCKY**



VACANCY ANNOUNCEMENT 25-01

Position: **JUDICIAL LAW CLERK – TERM**
more than one position may be filled by this vacancy announcement

Opening Date: **February 16, 2025**

Closing Date: **March 15, 2025**

Salary Range: **\$73,939 - \$137,000 (JSP 11/01 - JSP 13/10)**
depending on qualifications and previous experience in the Federal Judiciary

Location: **Lexington, KY (an option to work from the Covington division or remotely may be available at the discretion of the court).**

POSITION SUMMARY:

The United States Bankruptcy Court for the Eastern District of Kentucky is accepting applications for Judicial Law Clerk. This position is expected to become available by June 2025. Duties include researching legal issues; attending court proceedings; drafting bench memoranda, orders, and opinions; reviewing orders; checking citations; performing additional law clerk assignments; and completing administrative tasks. Some travel may be required.

MINIMUM QUALIFICATION REQUIREMENTS:

To qualify for the position of law clerk on the personal staff of a federal judge, a person must be a law school graduate and have one or more of the following attributes:

- Standing within the upper third of the law school class;
- Experience on the editorial board of a law review; or
- Demonstrated proficiency in legal studies (considered equivalent to the above in the opinion of a judge).

QUALIFICATIONS:

Applicants must be law school graduates with an LLM or JD degree, be admitted to practice law in at least one jurisdiction, have bankruptcy and/or litigation experience, and possess excellent legal research, writing, and proofreading skills. Proficiency in MS Office, Westlaw, and Lexis is required, along with a professional demeanor and exceptional organizational, interpersonal, and communication skills.

SALARY AND BENEFITS:

The specific pay level is based on the successful applicant's qualifications and experience, in accordance with the Judicial Salary Plan of the U.S. Courts. This position does not carry the tenure rights afforded to positions in the competitive Civil Service. Other federal government benefits (e.g., holidays, life and health insurance, long-term care insurance, flexible spending accounts, and retirement benefits) may apply. Participation in Electronic Funds Transfer for net pay is mandatory.

CONDITIONS OF EMPLOYMENT:

- Applicants must be United States citizens or otherwise eligible to work in the United States.
- Successful candidates are subject to a background check, including fingerprinting.
- Employees serve at will; therefore, the selected candidate may be removed from the position at any time.
- Employees are required to adhere to the Code of Conduct for Judicial Employees

APPLICATION PROCEDURE:

A cover letter, resume, and Form AO-78 (Application for Judicial Branch Employment) are required. The cover letter must specify how you meet the qualifications listed above. Form AO-78 is available at <https://www.kyeb.uscourts.gov/employment>. Applicants may apply electronically through the Online System for Clerkship Application and Review (OSCAR) at www.oscar.uscourts.gov or submit application materials in PDF format to HR@kyeb.uscourts.gov.

The United States Bankruptcy Court for the Eastern District of Kentucky is an Equal Opportunity Employer and has adopted an EEO/Employment Dispute Resolution Plan.