



**UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF OHIO  
EASTERN DIVISION**

**Notice of Position Vacancy**

**POSITION TITLE:** Term Law Clerk to United States Bankruptcy Judge Tiiara N.A. Patton

**APPLICATION PERIOD:** FEBRUARY 23, 2024 – Open Until Filled

**LOCATION:** Youngstown, Ohio

**SALARY RANGE:** Salary ranges from \$75,777 (JSP 11/1) to \$127,627 (JSP 14/1). Starting salary commensurate with qualifications and legal work experience.

**TERM TO COMMENCE:** This vacancy announcement is for two (2) term law clerk positions that will be available as soon as August 2024. These positions are for a one-year term with possibility of renewal. The positions will remain open until filled.

**Position Overview**

A term law clerk duties include, but are not limited to, the following:

- Performs substantive review, legal research, and writing on matters pending before the Court;
- Reviews complaints, petitions, motions and other pleadings that come before the Court to determine issues involved and the basis for relief;
- Reviews dockets of pending litigation, monitors progress, and provides information to the judge in connection with the pending litigation;
- Screens motions and drafts orders for judge's review;
- Identifies issues before the Court and makes recommendations;
- Drafts bench memos for the judge's consideration;
- Proofreads orders and opinions, verifying citations;
- Keeps abreast of changes in the law and briefs the judge;
- Assists the judge during courtroom proceedings;
- Shares in the administrative tasks of chambers;
- Communicates with counsel and court staff regarding case management and procedural requirements; and
- Performs other duties as assigned.

## Qualification Standards

To qualify for the position of term law clerk, a person must be:

- A Graduate of a law school of recognized standing by the American Bar Association or the Association of American Law Schools; and,
- Able to demonstrate one or more of the following attributes:
  - Standing within the upper third of law school class;
  - Experience on the editorial board of a law review, moot court, externship or clinical program;
  - Graduate from such a school with an LLM degree; or
  - Demonstrated proficiency in legal studies that, in the opinion of the Court, is the equivalent of one of the above.

## Additional Knowledge, Skills, and Abilities

A qualified applicant shall also have:

- A strong academic background, including bankruptcy or secured transactions coursework;
- Excellent legal research skills and ability to communicate effectively, both orally and in writing;
- Exceptional organization, computer, computer-assisted legal research, and word processing skills;
- Ability to learn the court's software programs;
- Ability maintain confidentiality, uphold the court's ethical rules and exhibit good judgment, maturity, dependability and responsibility;
- Ability to work effectively and harmoniously with others in a team-based environment;
- Ability to manage and prioritize time and tasks and meet all deadlines and targeted goals; and
- Previous experience as a law clerk or practicing attorney is highly desirable

## Application Procedures

Interested applicants are asked to submit the following **in a single .pdf** file by emailing to [OHNB\\_PattonHR@ohnb.uscourts.gov](mailto:OHNB_PattonHR@ohnb.uscourts.gov):

- Cover Letter – include an email address in your contact information.
- Resume
- Law School Transcript(s)
- Writing Sample (10 pages or less)

This announcement will be posted on <https://oscar.uscourts.gov/home>, the Online System for Clerkship Application and Review (OSCAR). Applicants may respond using the OSCAR website.

Applicants selected for an interview may be asked to provide a completed Application for Judicial Branch Federal Employment (Form AO 78), a list of references and a recent writing sample.

## General Information

- Applicant must be a United States citizen or eligible to work in the United States. Please note citizenship requirements: <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>.
- This is a sensitive position with the judiciary. The selected candidate will be required to undergo an FBI fingerprint check and background check. Appointment to this position is provisional, and retention depends upon a favorable suitability determination based on the results.
- Employees must adhere to the Code of Conduct of Judicial Employees, which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>.
- Employees of the judiciary court are “At Will” employees and can be terminated with or without cause by the Court.
- This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.
- The best qualified candidates will be contacted for interviews. Candidates for interviews may travel at their own expense or be interviewed via video conference.
- Resumes or enclosures will not be returned.
- The Court will not reimburse candidates for travel in connection with interview or pay for any relocation expenses.
- The Court provides reasonable accommodations to applicants with disabilities.
- 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 the closing date, if a closing date is shown, any of which may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview.

## Benefits

The judiciary offers a number of exceptional benefits to its employees. An employee of the judiciary, you may be eligible to participate in the following benefits programs:

- **Health Insurance** — The Federal Employees Health Benefits Program (FEHB) offers several plans. FEHB offers Fee-for-Service, Health Maintenance Organization and Health Savings Account plans to meet individual health needs.
- **Life Insurance** — The Federal Employees’ Group Life Insurance Program (FEGLI) offers basic life insurance plus three types of optional insurance.
- **Dental and Vision Insurance** — The Federal Employees Dental and Vision Insurance Program (FEDVIP) offers supplemental dental and vision benefits available to federal employees and eligible family members.
- **Judiciary Long-Term Care Insurance Program** — The judiciary’s Long-Term Care Program administered by CNA provides long-term care insurance for judiciary employees and their spouses, parents, parents-in-law, stepparents, grandparents and grandparents-in-law.

- **Federal Long-Term Care Insurance Program** — The Federal Long-Term Care Insurance Program (FLTCIP) offered by the Office of Personnel Management provides long-term care insurance for federal employees and their parents, parents-in-laws, stepparents, spouses and adult children.
- **Leave** — The federal leave program offers time off benefits, including annual leave and sick leave, 11 paid holidays per year, Family Friendly Leave, Family Medical Leave and a leave sharing program.
- **Flexible Spending Accounts** — The judiciary’s Flexible Spending Accounts Program allows employees to pay for certain health and dependent care expenses with pre-tax dollars.

**The United States Bankruptcy Court for the Northern District of Ohio  
is an Equal Opportunity Employer.**