



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF KANSAS**

POSITION VACANCY ANNOUNCEMENT - 13-T-1

Post Date: January 14, 2013
Position: Part-time (.8 FTE) Term Law Clerk to Hon. Janice Miller Karlin,
U. S. Bankruptcy Judge
Court Name: United States Bankruptcy Court
Court Address: Federal Building, 444 S.E. Quincy, Topeka, KS 66683
Duty Location: Topeka, Kansas
Job Grade: JSP 11 to 13 (Step 1 - exception may apply if experience includes prior
federal service) \$57,408 to \$81,823, (which is reduced to \$45,926 to
\$65,458 for .8 FTE position)
Tenure: Two year term
Deadline: Open until filled
Start Date: August 12, 2013

Overview:

The law clerk assists the judge in management of the Court's caseload, including: monitoring the progress of the cases and the filing of pleadings; assisting in preparation for and attendance at Court sessions; legal research and writing draft opinions; acting as a liaison between chambers and members of the bar and Clerk's office staff, and a small amount of administrative work.

Requirements:

Graduate from an accredited law school. Admission to practice before highest court of a state/territory of the United States. At least two years of bankruptcy/commercial law preferred experience. Word processing and computer-assisted legal research proficiency required. Law Review experience preferred. Standing within the top 1/4 of law school class preferred.

Benefits:

A Term Law Clerk is eligible for a choice of subsidized health coverage from a variety of plans. Life insurance options, dental and vision benefits, long-term care insurance, long-term disability insurance, and flexible benefit (pre-tax) programs are also available. This position is covered under the Leave Act.

How to apply:

The applicant is required to submit: completed AO 78 Application for Employment form, found at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>, resume, and two letters of reference. May be submitted by facsimile to (785) 338-5949, or by e-mail to positionvacancy13@ksb.uscourts.gov, or by mail, marked "Confidential" to Hon. Janice Miller Karlin, 444 SE Quincy, Ste. 215, Topeka, KS 66683.

Page 2
PVA 13-T-1

Applicants must be U.S. citizens or otherwise eligible for federal employment within the United States. Reimbursement is not available for interview or relocation expenses. The appointment is provisional and contingent upon the satisfactory completion of fingerprinting/background check. Direct deposit of pay is mandatory.

The United States Bankruptcy Court for the District of Kansas is an Equal Opportunity Employer.