



UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF WEST VIRGINIA

VACANCY ANNOUNCEMENT 23-3
TERM LAW CLERK

Position:	Term Law Clerk
Location:	Wheeling, West Virginia
Position Type:	Full-Time
Duration:	Two-year term anticipated to begin September 2023
Salary Range:	JSP 11-1 to 13-10 (\$69,107 - \$128,043) Salary commensurate with qualifications, experience, and bar membership.
Application Dates:	Applications will be accepted July 14, 2023, until the position is filled. Priority consideration will be given to applications received by 08/31/2023.

POSITION OVERVIEW

Judge David L. Bissett, United States Bankruptcy Court for the Northern District of West Virginia, is seeking qualified applicants for the position of Term Law Clerk. The term law clerk researches issues of law, attends court proceedings, acts as a legal advisor, and makes recommendations based on the law to Judge David L. Bissett. The term law clerk is responsible for drafting memoranda opinions and complex orders, providing guidance for the procedural management of the court's caseload, drafting local rules of practice, local forms, form orders, and notices. The term law clerk is expected to answer questions from the Clerk, Chief Deputy, and case administrators, and respond to counsel and the public regarding court procedures and local or national rules.

The term of employment is set for two-year and will run from approximately September 2023 to Summer 2025. Previous federal service as a Term Law Clerk may lesson appointment eligibility as individuals cannot serve more than four years in the term position.

The position is in Wheeling, West Virginia. Some overnight travel is expected to points of court in Clarksburg, Elkins, and Martinsburg.

QUALIFICATION REQUIREMENTS

At the time of appointment, the applicant must be a law school graduate from a law school of recognized standing, and have demonstrated one of the following accomplishments or proficiencies:

- 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 on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Proficiency in legal studies and/or work experience that, in the opinion of the appointing judge, may be treated as the equivalent of one of the above.

To qualify for appointment to JSP-12 or above, one year of legal work experience following law school graduation and bar membership at a state, territory, or federal court of general jurisdiction is required. To qualify for JSP-13, two years of legal work experience following law school graduation and bar membership are required.

BENEFITS

The Court is part of the Judicial Branch of the United States Government. Employees are not part of the Office of Personnel Management's civil service classifications or regulations and are considered "at-will" employees. Electronic Fund Transfer for payroll deposit is required. Term Law Clerks are subject to social security deductions and are entitled to the following benefits:

- Optional enrollment in Federal Employees Health Benefits coverage;
- Optional enrollment in group Federal Dental and Vision Insurance Program, Federal Employees Life Insurance, Long Term Care Insurance, Professional Liability Insurance, Commuter Benefit Program, and Flexible Spending Plan; and
- 11 paid holidays per year.

Please visit <https://www.uscourts.gov/careers/benefits> to learn more.

APPLICATION PROCESS

To apply, please submit (1) a cover letter, (2) a resume that includes the name, title, and contact information of two references, (3) writing sample unedited by anyone else (not exceeding 10 pages), (4) law school transcript (if graduated within 5 years of application), and (5) an Application for Judicial Branch Federal Employment (Form AO 78) available at <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>. Please be advised that candidates are required to complete questions 18-20 of the AO 78 regarding criminal history.

Completed applications may be submitted electronically via OSCAR at <https://oscar.uscourts.gov> or submitted via email to wvnb_hr@wvnb.uscourts.gov. Please reference position Announcement 23-3 in the subject line of the email and submit attachments as a **single PDF document**.

All applications will be considered when they are received. Selected interviews will be scheduled until the position is filled. Only those candidates selected to be interviewed will be contacted.

CONDITIONS OF EMPLOYMENT

Employment with the United States Bankruptcy Court for the Northern District of West Virginia offers significant responsibility and challenge. The Hon. David L. Bissett is the only bankruptcy judge for the District. Wheeling, West Virginia is a small city, about 60 miles from Pittsburgh, PA, and offers a family friendly environment with a low cost of living.

Applicants must be United States citizens or be eligible to work in the United States. The Term Law Clerk is a sensitive executive position within the federal judiciary. Therefore, the final candidate will be subject to a background check, and subsequent favorable suitability determination. Employment is considered provisional until the successful completion of the background check.

The U.S. Courts require employees to adhere to the [Code of Conduct for Judiciary Employees](#). The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement.

**The U.S. Bankruptcy Court for the Northern District of West Virginia
is an Equal Opportunity Employer.**