



**United States Bankruptcy Court
Eastern District of Pennsylvania
Vacancy Announcement**

Position: Term Law Clerk to U.S. Bankruptcy Judge Patricia M. Mayer

**Announcement Number: 21-01
Opening Date: July 14, 2021**

**Location: Reading, PA
Closing Date: Open Until Filled**

SALARY RANGE

Annualized Salary ranges from \$70,275 (JSP 11/1) to \$130,211 (JSP 13/10).
Starting salary commensurate with qualifications and legal work experience.

POSITION OVERVIEW

Full time term law clerk position with preferred two-year commitment. Provides legal research and writing assistance to the Judge. Prepares bench memos, draft orders and opinions, communicates with counsel regarding case management and procedural requirements, and assists the Judge during courtroom proceedings. Performs other duties as assigned by the Judge.

QUALIFICATIONS

For consideration, candidates must be law school graduates from an ABA accredited law school with excellent academic credentials. It is preferred that applicants took bankruptcy in law school or have experience in the bankruptcy field or comparable practice areas. Applicants must be highly skilled in legal research and writing, and must be able to use Westlaw, Lexis, WordPerfect or Word, Outlook, PowerPoint, or comparable products. Familiarity with electronic case filing and management systems is preferred. Applicants must be able to quickly process and resolve complex issues. Excellent verbal, written and interpersonal skills, maturity, judgment and discretion are required.

EMPLOYEE BENEFITS

Compensation will be set based upon the experience and qualifications of the successful candidate subject to the policies and guidelines set forth in the Judicial Salary Plan. Law clerks can qualify for participation in pre-tax benefit programs (health, dental, and vision insurance coverage, flexible spending accounts, commuter reimbursement); group life insurance, long term care insurance and ten paid holidays per year.

HOW TO APPLY

Please email the following in PDF format to Anna Marks, Esq. at Anna_Marks@paeb.uscourts.gov:

- Cover Letter
- Resume
- A writing sample no more than 15 pages in length
- Law school transcripts, and
- Three professional references with contact information

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants must be a U.S. Citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen as soon as they meet the eligibility requirements. The position is subject to an FBI background check and retention depends on a favorable suitability determination. Judicial employees serve under excepted appointments and are considered “at will” and can be terminated with or without cause. All appointments are subject to mandatory electronic funds transfer, i.e., “direct deposit”. All employees are required to adhere to the Code of Conduct for Judicial Employees. 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 action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.