



UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW MEXICO

Vacancy Announcement #2025-01
June 2025

POSITION: Law Clerk-Temporary Term

LOCATION: Albuquerque, NM

SALARY/GRADE: JSP 11/1 (\$74,741) to JS 12/1 (\$89,583), commensurate with qualifications and legal work experience

POSITION TYPE: Full-time temporary

OPENING DATE: July 1, 2025

CLOSING DATE: Open until filled, but applications received before **July 15, 2025** will be given preference. The position is available immediately beginning August 1, 2025 and ending on March 31, 2026.

POSITION OVERVIEW: The United States Bankruptcy Court for the District of New Mexico is now accepting applications for a full-time temporary position of Term Law Clerk to the Honorable Robert Jacobvitz. This position entails legal research, analysis, and writing, including preparation of draft orders and opinions, and attending hearings and trials. Other responsibilities may include preparing bench memos, performing administrative functions in connection with hearings and trials, and performing other duties as assigned by the Judge.

MINIMUM QUALIFICATIONS: The applicant must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have demonstrated one or more of the following accomplishments or proficiencies:

- a) Standing within the upper third of the law school class from a law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- b) Experience on the editorial board of a law review of such a school;
- c) Graduation from such a school with an LLM degree; or
- d) Proficiency in legal studies, as determined by the Judge (e.g. publication of an article in a law student publication, special high-level honors for academic excellence, moot court participation, etc.)

COURT PREFERRED EXPERIENCE/QUALIFICATIONS: Legal experience in a law firm or for a government agency or previous federal law clerk experience. Demonstrated excellence in legal writing.

LEGAL WORK EXPERIENCE: Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

The table below shows the number of years of legal work experience required to qualify for appointment as a court law clerk at the applicable Judiciary Salary Plan (JSP) grade levels. Please note that appointment to JSP-12 or above requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction.

JSP Grade Level	Years of Legal Work Experience	Bar Membership Required
11	0	No
12	1	Yes

Additional Knowledge, Skills and Abilities:

- Experience in bankruptcy law is preferred but not required
- Excellent written and oral communication, proofreading, and administrative skills
- Strong analytic skills and attention to detail
- Ability to relate well with others in a small chambers group and maintain good rapport with the clerk's office and the Bar
- Maturity, good judgment, high ethical standards, and a positive work attitude
- Ability to multitask and consistently meet deadlines and targeted goals
- Excellent computer proficiency, including computer-assisted research skills and the ability to learn the court's software programs, toggle between various open software programs, and work with electronic files and folders
- Ability to maintain confidentiality
- Ability to telework from home or alternate work location in the event of an emergency office closure or other similar situation.

TELEWORKING: Depending on the applicant's level of experience and needs, teleworking may be considered.

BENEFITS: Term law clerks under temporary appointments are subject to social security deductions but are not eligible for other benefits.

APPLICATIONS: Qualified applicants should submit the following documents: (NOTE: Please combine all the documents in **ONE PDF attachment** in the order listed below).

- A cover letter;
- A resume;
- Law School Transcripts;
- Two writing samples;
- A completed Form AO78 (available for download in .pdf format from the employment information link at www.nmb.uscourts.gov/employment; and
- Contact information for at least three professional references.

Email completed applications to: nmbc_hr@nmb.uscourts.gov

Alternatively, mail completed applications to:

Human Resources, Vacancy Announcement #2025-01
United States Bankruptcy Court
333 Lomas Blvd NW, Ste 360
Albuquerque, NM 87102

The most qualified applicants will be invited to a personal interview with the Court, which may be conducted by Zoom or in person. The Court reserves the right to amend or withdraw the job opening without written notice to applicants.

APPLICATION DEADLINE: Open until filled, but applications received before **July 15, 2025** will be given preference.

CONDITIONS OF EMPLOYMENT:

- Applicants must be United States citizens or eligible to work in the United States.
- This is a sensitive position within the judiciary. The successful candidate is hired provisionally pending results of a background check and favorable employment suitability determination.
- Employees are required to use Electronic Funds Transfer (EFT) for payroll deposit.
- Employment is “at will”; employees can be terminated with or without cause by the Court.
- Employees are required to adhere to a Code of Conduct (available from the employment section of the Court’s web site)

For additional information, please visit the United States Bankruptcy Court website at:
www.nmb.uscourts.gov.

The United States Bankruptcy Court is an Equal Opportunity Employer