



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW MEXICO**

**Vacancy Announcement #2017-02
April 5, 2017**

POSITION: Judicial Law Clerk (half-time).

LOCATION: Albuquerque, NM.

SALARY/GRADE: JSP 11-14 (\$30,184-\$66,088 based on half-time status), commensurate with experience and education.

POSITION TYPE: Half-time (20 hours/week) through September 2018.

OPENING DATE: April 5, 2017.

CLOSING DATE: Open until filled, but applications received before **May 1, 2017** will be given preference. The position is available immediately.

POSITION OVERVIEW: The United States Bankruptcy Court for the District of New Mexico is recruiting to fill a Judicial Law Clerk for the Honorable David T. Thuma. This is a part-time position (20 hours/week-Wednesday afternoon and all day on Thursday and Friday). The law clerk will work alongside with Judge Thuma, his full-time term law clerk, and his courtroom deputy to draft opinions and orders, attend trials and hearing, and coordinate the administrative functions of chambers.

ABOUT THE COURT: The United States Bankruptcy Court for the District of New Mexico has two full-time judges and their staffs. The Clerk's Office currently has 20 deputy clerks. The Court and Clerk's Office are located in downtown Albuquerque.

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 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.)

In addition, applicants with bar membership and legal work experience qualify for JSP 12 or higher.

BENEFITS: Term law clerks are eligible to participate in federal health benefits, life insurance, supplemental dental and vision insurance, long term care plan options, and flexible spending accounts. This position is not eligible to participate in the retirement system, the Thrift Savings Plan, nor is covered under the annual and sick leave provisions.

APPLICATIONS: Qualified applicants should submit the following:

- A cover letter ;
- A resume;
- 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.

Mail completed applications to:

Human Resources, Vacancy Announcement #2017-02
United States Bankruptcy Court
P.O. Box 546
Albuquerque, NM 87103-0546

or email them to nmbc_hr@nmb.uscourts.gov

The most qualified applicants will be invited to a personal interview with the Court. Applicants selected for interviews must travel to Albuquerque at their own expense. 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 **May 1, 2017** will be given preference.

CONDITIONS OF EMPLOYMENT:

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending results of a criminal and FBI background check. This is a highly sensitive position; the selected applicant must successfully complete a ten-year background investigation, with periodic updates every five years thereafter.
- 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