

**VACANCY ANNOUNCEMENT #24-02**

**TEMPORARY LAW CLERK**

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MASSACHUSETTS**

**APPLICATION OPENING DATE:** April 14, 2024

**APPLICATION CLOSING DATE:** May 31, 2024 (or until filled)

**LOCATION:** Springfield, Massachusetts or Remote

**SALARY:** JSP 11-13 (\$81,745 - \$151,467)  
(Salary commensurate with qualifications and legal work experience)

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**POSITION OVERVIEW:** The United States Bankruptcy Court for the District of Massachusetts is seeking to fill one full-time, but temporary, law clerk position, available April 22, 2024, and lasting until August 30, 2024. The position's duties include, but are not limited to, assisting case management, drafting legal memoranda, opinions, and orders, and analyzing statutes, rules and substantive issues in cases before the Court. The law clerk will support the chambers of U.S. Bankruptcy Chief Judge Elizabeth D. Katz.

**QUALIFICATION REQUIREMENTS:** At the time of appointment, the applicant must be a U.S. Citizen or be authorized to work in the United States. The applicant must be a law school graduate with experience as a law clerk for a bankruptcy judge or with professional experience in bankruptcy. Additionally, the applicant must be proficient in computer-assisted research and Microsoft Word. Familiarity with case management/electronic case filing (CM/ECF) is also preferred. The applicant must be able to quickly process and resolve complex issues and have excellent verbal, written, and interpersonal skills. Maturity, judgment, and discretion are required. The successful applicant will be hired provisionally pending the results of a complete background investigation.

**EMPLOYEE BENEFITS**

There are no benefits that attach to a position of this length.

The Court reserves the right to modify the conditions of this job 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 actions may occur without any prior written notice.

**To be considered, please submit a cover letter, detailed resume, writing sample, list of at least 2 references, and AO 78 Employment Application form to:**

**<https://oscar.uscourts.gov>**

**The AO-78 Application Form can be obtained from the court's website: [www.mab.uscourts.gov](http://www.mab.uscourts.gov)  
EEO/EDR**