



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

**Vacancy Announcement #2022-02
October 18, 2022**

POSITION: Term Law Clerk

LOCATION: Albuquerque, NM

SALARY/GRADE: JSP 11-13 (\$66,750-\$95,136), commensurate with qualifications and legal work experience

POSITION TYPE: Full-time (1-2 years; further extensions may be considered but not to exceed 4 years)

OPENING DATE: October 24, 2022

CLOSING DATE: Open until filled, but applications received before **November 15, 2022** will be given preference. The position is available immediately.

POSITION OVERVIEW: The United States Bankruptcy Court for the District of New Mexico is now accepting applications for a full-time position of Term Law Clerk for Judge David Thuma. This position provides legal research and writing assistance to the Judge. Reviews pending matters on court calendar. Prepares bench memos, draft orders and opinions, communicates with counsel regarding case management and procedural requirements, and assists the Judge during courtroom proceedings. Attends trials, hearings, and coordinates the administrative functions of chambers. Performs other duties as assigned by the Judge.

ABOUT THE COURT: The United States Bankruptcy Court for the District of New Mexico has two full-time judges and their staff. The Clerk's Office currently has 17 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.)

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. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year, if before graduation.

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
13	2	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 organizational, analytic, and customer service 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.

BENEFITS: Term law clerks are eligible for health, dental, vision and life insurance coverage, Flexible Spending Accounts (Health and Dependent Care Reimbursement), Long-Term Care Insurance, and Employee Assistance Program. Term law clerks are subject to Social Security deductions, but are not eligible to participate in the retirement system or the Thrift Savings Plan. Term law clerks are exempt from leave coverage.

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.

Mail completed applications to:

Human Resources, Vacancy Announcement #2022-02
 United States Bankruptcy Court
 333 Lomas Blvd NW, Ste 306
 Albuquerque, NM 87102

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 **November 15, 2022** 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