



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF SOUTH DAKOTA**

Notice of Position Vacancy

Position Title: Term Law Clerk to U.S. Bankruptcy Judge Laura L. Kulm Ask
(Full-time) (2 may be hired)
Location: Sioux Falls, South Dakota
Position Available: January 17, 2023
Salary: \$66,214 - \$94,373 (JSP 11-13) (based on qualifications)
Announcement Number: 22-01
Closing Date: November 18, 2022, or until filled
Type of Appointment: Two years with the possibility of renewal or appointment to a
career law clerk position

POSITION OVERVIEW:

This position will be a Term Law Clerk for the Honorable Laura L. Kulm Ask, United States Bankruptcy Judge for the District of South Dakota. The position is for a two-year term beginning January 2023, with the possibility of renewal or appointment to a career law clerk position.

REPRESENTATIVE DUTIES INCLUDE:

Reviewing pleadings that come before the court to determine the issues involved and the basis for relief;

Reviewing dockets and monitoring progress on matters;

Reviewing and potentially screening motions and draft orders for the judge's review;

Drafting bench memorandums for the judge's consideration;

Performing extensive legal research, proofreading orders and decisions while verifying citations, and preparing legal documents such as draft orders, memoranda, and decisions;

Assisting with case management responsibilities including preparation for conferences and general docket management tasks;

Attending court hearings and trials, and assisting the judge during these proceedings;

Maintaining liaison between the court and litigants, including communicating with counsel;

Keeping abreast of changes in the law and briefing the judge on them; and

Performing miscellaneous administrative duties and other duties as assigned.

MINIMUM QUALIFICATIONS:

The candidate must be a U.S. citizen or eligible to work in the United States, a graduate of a law school of recognized standing by the American Bar Association or the Association of American Law Schools, and have one or more of the following attributes:

- Standing within the upper one-third of their law school class;
- Experience writing for a law review or on a moot court, externship or clinical program; or
- Demonstrated proficiency in legal studies which, in the opinion of the judge, is equivalent to one of the above. The determination of an acceptable equivalence rests solely with the judge.

PREFERRED QUALIFICATIONS:

- An academic background in bankruptcy or secured transactions coursework;
- Excellent legal research and writing skills;
- Ability to effectively communicate, both orally and in writing;
- Good organizational, computer, and word processing skills;
- Ability to work effectively and well with others in a team-based environment;
- Ability to maintain confidentiality, uphold the court's ethical rules and exhibit good judgment, maturity, dependability and responsibility;
- Ability to manage time and prioritize tasks to meet deadlines; and
- Previous experience as a federal law clerk or practicing attorney is highly desirable.

BACKGROUND CHECK:

The successful candidate must submit to a criminal background check.

BENEFITS:

This position falls within the Judicial Branch of the United States Government and includes most federal benefits. Term Law Clerks are not eligible to participate in the Federal Employees Retirement System or the Thrift Savings Plan. Employees are not classified under Civil Service, but are entitled to similar benefits as other federal employees. These benefits include:

- 11 paid holidays; and
- Optional participation in a choice of health plans, dental and vision insurance programs, group life insurance program, long-term care insurance, and pre-tax flexible spending account plan for certain expenses.

HOW TO APPLY:

Interested persons should email a completed Application for Federal Judicial Branch Employment (Form AO 78 located at <https://www.uscourts.gov/sites/default/files/ao078.pdf>), cover letter, detailed resume, a writing sample, and a law school transcript in a **single .pdf document** to ginger_ellens@ndb.uscourts.gov. Applicants selected for an interview may also be asked to provide a list of references prior to the interview.

DISCLOSURES:

- Only qualified applicants will be considered for this position.

- Interview and relocation expenses will not be reimbursed.
- Electronic direct deposit of salary payment is mandatory.
- All court employees are at-will employees, and therefore the appointee may be removed from this position at any time.
- Overnight travel may be required.
- The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement without any prior written or other notice.
- Employees engaging in work for the District of South Dakota are required to be fully vaccinated against COVID-19. Proof of vaccination will be required prior to entrance on duty.
- Employees must adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.
- The United States Bankruptcy Court is an Equal Opportunity Employer.