

## VACANCY ANNOUNCEMENT

United States Bankruptcy Court  
Northern District of Illinois



**POSITION:** Staff Law Clerk

**SALARY:** JSP 11-1 (currently \$63,538 per annum)

**POSTING DATE:** March 9, 2015

**CLOSING DATE:** Until filled

This is to invite applications for a staff law clerk position with the United States Bankruptcy Court for the Northern District of Illinois in Chicago, with vacancy beginning October 1, 2015. Service will be from the time position is filled through September 30, 2016, with the possibility of renewal for an additional 12 months, all subject to continuing approval of performance and Circuit approval of funding.

**Position Overview:** Staff law clerks in this Court serve all Bankruptcy Judges in Chicago. This Court serves many persons in need of bankruptcy relief, ranging from those struggling to save their cars or homes to great businesses in difficulty, and their creditors. The staff law clerks play an important role in helping with the work of the Court.

**Qualifications:** In reviewing applications, we look for candidates who are excellent researchers and writers and can demonstrate qualities of scholarship, integrity, commitment to service, preference for intellectual challenges, and congeniality. Preference is given to applicants who have written for a law review, and taken one or more bankruptcy courses, Uniform Commercial Code, and other commercial courses, or have extensive practice experience in those areas. The applicant must be admitted to practice in Illinois, or have passed or be sitting for the current Illinois Bar Examination.

**Notice to Applicants:** The final candidate will be subject to a background investigation. Direct bank deposit is required for employee salary compensation which is paid on a biweekly basis. There will be no health or life insurance offered during the first 12 months of employment. If the term is extended an additional 12 months, then employee will be eligible for health and life insurance during that period. Applicants must be United States citizens or eligible to work in the United States. The Court maintains a smoke-free environment.

**How to Apply:** Interested persons should submit paper copies of a **cover letter, personal résumé, two letters of recommendation, two writing samples, their undergraduate transcript, and their law school transcript** to: Chambers of the Honorable Jack B. Schmetterer, 219 South Dearborn Street, Suite 600, Chicago, IL 60604.

Only applicants who are selected for interviews will be contacted. Applicants selected for interviews must travel at their own expense.

**The United States Bankruptcy Court is an Equal Opportunity Employer**

Address any inquiries to: Chambers of Judge Jack B. Schmetterer  
Chair, Staff Law Clerk Committee  
Attn: Ms. Dorothy Clay  
(312) 435-5654