

JOB OPPORTUNITY

UNITED STATES BANKRUPTCY APPELLATE PANEL OF THE NINTH CIRCUIT

Position Title: BAP Attorney

This is a part-time position, which may be renewed on an annual basis at the discretion of the court for a period of up to five years. This position is contingent on the continued availability of funding. This is a position which may be terminated at the will of the court.¹

Location: Court of Appeals Building, 125 South Grand Avenue, Pasadena, California. The courthouse is on the national register of historic landmarks and is located in a residential neighborhood in a prominent suburb of Los Angeles.

Open Until Filled:

Applications received before Monday, August 16, 2004 will be given priority consideration. The successful applicant must be able to begin work by mid September.

Starting Salary Range: Salary Commensurate with Qualifications and Experience

Classification Level 27: \$52,985 - 68,889

Classification Level 28: \$63,505 - 82,564²

Position Overview:

The Bankruptcy Appellate Panel (BAP) is seeking a highly-qualified attorney to serve as a BAP attorney in the BAP Clerk's Office. This position is responsible for legal analysis and review of cases pending before the BAP. The position reports to the BAP Clerk. Work includes primarily written interaction with six BAP judges' chambers throughout the Circuit, their law clerks, other BAP attorneys and various court staff. Maturity, excellent analytical skills, good judgment, high ethical standards, and flexibility in handling project assignments are required.

Representative Duties:

¹ This position currently is funded as a half-time, 20 hours per week position. It is possible, depending on future court workload and funding, that this position ultimately might become a full-time position.

² Maximum classification and annual salary for this position is CL 30, step 61, \$116,034.

Prepare written summary and analysis with recommended resolution for procedural motions.
Research, review and analyze lower court dockets and records.
Conduct jurisdictional review for pending cases.
Conduct research on legal issues relevant to court practices and pending cases.
Draft court orders.
Case management by drafting and issuing clerk's office orders.
Participate in court meetings.
Special projects as needed.

Qualifications:

Applicant must be a law school graduate and be a member of a bar of a state, territorial or federal court of general jurisdiction. At least one year of relevant legal experience after graduation from law school is required. Preference will be given to applicants with legal experience in the areas of appellate practice, bankruptcy law, and judicial clerkships. The ideal candidate will meet all of these criteria, and also will demonstrate a strong work ethic and the ability to maintain a positive work attitude.

To Apply:

Send resume and cover letter to: BAP Clerk of Court, 125 South Grand Avenue, Pasadena, California 91105, or e-mail to: bapcdc@ca9.uscourts.gov. If an interview is scheduled, the interviewee will be required to submit a writing sample, references and law school transcripts. Employment is contingent upon the completion and satisfactory results of a background records check; undergraduate school transcripts also may be required. Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed.

Benefits and Other Information:

Federal court employees are at will employees and are not covered by civil service classifications or regulations. They generally are, however, entitled to the same benefits as other federal employees. These include: Coverage under a federal pension plan; Employer-matching thrift savings plan (similar to a 401K); Optional enrollment in: (1) Health insurance program with a government contribution, (2) Life insurance program with a government contribution, (3) Flexible spending program (earmarks money pre-tax to offset health care premiums, health care expenses and dependent care expenses), (4) Long-term disability insurance, and (5) Long-term care insurance. Please Note: (a) Some positions do not qualify for full benefits, and (b) Direct deposit of pay is required.

The Bankruptcy Appellate Panel For The Ninth Circuit is an Equal Opportunity Employer and values diversity in the work place.