



**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF WEST VIRGINIA
VACANCY ANNOUNCEMENT
TERM LAW CLERK**

Announcement Number: 19-4

Name of Court: U.S. Bankruptcy Court, Northern District of West Virginia

Duty Station: Wheeling, WV

Clerkship Term: March 16, 2020 – August 13, 2021

Closing Date: Open Until Filled

Interview Dates: Open

Interview Methods: In Person or by Video Conference

Description

The term law clerk to the Chief Bankruptcy Judge researches issues of law, attends court proceedings, acts as a legal advisor, and makes recommendations based on the law to Chief Bankruptcy Judge. The term law clerk may be responsible for drafting memoranda opinions and complex orders, providing guidance for the procedural management of the court's caseload, and drafting local forms, form orders, and notices. The term law clerk is expected to answer questions from the Clerk, Chief Deputy, and case administrators, and respond to counsel and the public regarding court procedures and local or national rules. The position is located in Wheeling, West Virginia, is full-time, and some overnight travel is expected to points of court in Clarksburg, Elkins, and Martinsburg.

Employment with the United States Bankruptcy Court for the Northern District of West Virginia offers significant responsibility and challenge. On October 16, 2019 the Court of Appeals for the Fourth Circuit selected David L. Bissett to be the next bankruptcy judge for the Northern District of West Virginia. His term begins following the retirement of the incumbent judge on March 13, 2020. Any offer of employment will not be made until such time as the Judge takes the oath of office.

Qualification Requirements

At the time of appointment, the applicant must be a law school graduate (or be certified as having completed all law school studies and requirements and 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 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 that, in the opinion of the judge, is the equivalent of one of the above.

All applicants should have knowledge of the Bankruptcy Code and Rules, and have the ability to write clearly, concisely, and analytically. Maturity, high ethical standards, and commitment to the law are required.

Application Process

Applicants must submit: (1) cover letter detailing previous bankruptcy education and experience; (2) resume; (3) form [AO 78 - Application for Employment](#) (4) one writing sample; (5) law school transcript; (6) undergraduate transcript (unofficial); and (7) the names and telephone contact information of three references.

Completed applications may be submitted electronically via the Online System for Clerkship Application and Review (OSCAR) website at <https://oscar.uscourts.gov/> or emailed to the Bankruptcy Court at amanda_recchio@wvnb.uscourts.gov. You may also mail your completed application to: United States Bankruptcy Court, Northern District of WV, Attention: Amanda Recchio, PO Box 70, Wheeling, WV 26003. Only applicants selected for interviews will be contacted.

The Federal Judiciary is an Equal Employment Opportunity Employer.

The successful candidate must be a U.S. citizen or eligible to work in the United States. The final candidate will be subject to a FBI fingerprint background check: with periodic reinvestigation, if applicable. Retention depends on a favorable suitability determination. Judiciary employees serve under excepted appointments and are "at will" employees. The United States Bankruptcy Court requires employees to adhere to a code of conduct which is available on the court's website. This position is subject to mandatory electronic funds deposit of pay.