



**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF WASHINGTON**

**VACANCY ANNOUNCEMENT 17-2**

**Position Title:** Career Law Clerk or Judicial Assistant  
**Position Term:** Full-time  
**Location:** Spokane, Washington  
**Salary:** Dependent upon Qualifications and Experience  
**Closing Date:** Open Until Filled

The United States Bankruptcy Court for the Eastern District of Washington is accepting applications for a career law clerk or judicial assistant for the Honorable Frederick P. Corbit. Judge Corbit is the Chief Bankruptcy Judge for the district and his chambers are in Spokane.

**Position Overview:** This position is set to begin October 1, 2017. The law clerk or judicial assistant will work directly with Judge Corbit and his term law clerk, and will have responsibility for the day-to-day operation of chambers and the management of bankruptcy cases and adversary proceedings. The career law clerk or judicial assistant will also be responsible for: preparing administrative and statistical reports required by the judiciary; preparing and proofreading orders, memoranda, letters, emails, and opinions as directed by Judge Corbit; researching legal issues; coordinating travel and reimbursement of expenses; processing ex-parte orders; compiling and organizing materials for hearings; answering telephone calls and emails; attending trials and other court proceedings; monitoring case deadlines and progress; organizing and preparing presentation materials for legal seminars; maintaining chambers library; and assisting in the supervision of law student externs. There is daily interaction with the judge and his term law clerk concerning legal and court-related issues. Effective interaction with members of the bar, the public, chambers staff, and the clerk's office staff is essential to this position.

**Minimum Qualification Requirements:** To qualify for the judicial assistant position, applicants must have substantial experience working in a law office or judicial chambers, have a paralegal certification, or a college degree. To qualify for the law clerk position, the applicant must be a law school graduate at the time of appointment and have a strong academic record. Preferred skills and experience include membership in the state bar, participation on law review, bankruptcy course completion, and post-graduate bankruptcy experience.

Qualified applicants for either position must possess: excellent technical, and organizational skills; excellent research, writing, and communication skills, including superior editing and proofreading. Applicants must also be proficient and comfortable with business and law-related programs and manuals, including Microsoft Word, Excel, PowerPoint, Adobe Acrobat, Bluebook, and Westlaw/Lexis. Most importantly, applicants must possess good character, maturity, and an ability to work independently.

**Employment Information:** The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees serve under excepted appointments and are considered “at will” employees. As such, employment can be terminated with or without cause at any time. While court employees are not covered by federal civil service classifications or regulations, they are entitled to many of the same benefits as other federal employees. These benefits include: Participation in the Federal Employee’s Health Benefits Program, participation in a group life insurance program, participation in a group long-term disability insurance program, participation in a pre-tax flexible spending account plan for dependent care expenses and medical/dental expenses not covered by health insurance, a minimum of ten (10) paid holidays per year, and prescribed salary progression based on acceptable performance. All employees are required to adhere to a code of conduct. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. As a condition of employment, the selected candidate must successfully complete an FBI fingerprint check and background investigation. Applicants must be U.S. citizens or eligible to work in the United States. Depending on the applicant’s prior experience, degrees and training, the pay for this position will vary. For applicants with a law degree, who apply for the position as a career law clerk, the annual salary range is between \$60,210 and \$131,833. For applicants who are applying for the judicial assistant position, the annual salary range is between \$54,803 and \$71,247.

**Application Process:** Candidates must submit a cover letter, resume, two letters of reference, law school transcript (if applicable), and a writing sample. The cover letter should indicate at the outset whether the applicant is applying for the law clerk or judicial assistant position. The application materials may be submitted by either: (1) email to: [ChambersApplications@wae.uscourts.gov](mailto:ChambersApplications@wae.uscourts.gov); or (2) by first-class mail and marked “Confidential” to the following address:

Pamela Combo  
United States Bankruptcy Court  
904 West Riverside Avenue, Suite 304  
Spokane, WA 99201

Due to the volume of applications anticipated, only candidates in consideration for a position will be contacted.

This job posting will remain open until filled. Candidates must travel to Spokane for interviews at their own expense. No relocation expenses will be provided.

*THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER*