

DISTRICT OF IDAHO
U.S. District and Bankruptcy Courts of the District of Idaho
Opportunity Announcement 26-08



Boise, Idaho
www.id.uscourts.gov

Position Details

Job Grade: JSP 11 or higher, DOE
Salary Range: \$74,678 - \$138,370, DOE

Closing Date: Open until filled.

Submission of Materials

Materials may be submitted via OSCAR or by hard copy to:

Honorable Brent R. Wilson
U.S. Bankruptcy Court, District of Idaho
Attn: Carol Mills
550 West Fort St.
Boise, ID 83724

Applicants must provide:

1. Letter of interest
2. Current résumé
3. Two Letters of Recommendation
4. Law school transcript
5. Writing sample

**Term Law Clerk for U.S. Bankruptcy Judge
Brent R. Wilson**

The United States Bankruptcy Court for the District of Idaho invites applications for the position of Full Time Term Law Clerk in Boise. It is anticipated that the successful applicant will begin in August 2027 and will continue in the position through August 2029 under the supervision of United States Bankruptcy Judge Brent R. Wilson. Duties will include legal research and analysis, case management, drafting memoranda, orders, and opinions, and other duties as assigned.

The position will be located in the United States Courthouse in Boise, Idaho. The incumbent will be required to travel to the other federal courthouses in the District.

The incumbent will have the following duties and responsibilities:

1. Legal research and writing, including reviewing briefs and drafting memorandum decisions and orders, and writing bench memoranda.
2. Provide the judge with information, guidance and advice on bankruptcy cases.
3. Attend and prepare for oral arguments, and other hearings, and attend and assist the judge with bankruptcy trials.
4. Other duties as required.

Disclosure: The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position. As a condition of employment, the selected candidate must complete a background investigation and FBI fingerprint check. Applicants must be U.S. citizens or eligible to work for the United States. Court employees are considered “at will” employees in the excepted service and may be terminated with or without cause by the Court.

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Minimum/Required Qualifications:

- To qualify for appointment at a JSP 11, the applicant must have graduated from a law school of recognized standing. To qualify at a higher level, legal work experience and bar membership will be required.
- Legal work experience includes progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.
- Commitment by applicant through August 2029.

Court Preferred Qualifications:

- 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.
- Prior bankruptcy-related coursework.
- Excellent legal research, writing, and analytical skills.
- Strong case management and organizational skills.
- Be proficient in computer assisted research (Lexis or Westlaw), Windows and Word.
- Demonstrate excellent verbal and interpersonal skills.
- Experience on law review, moot court, publication in a law review journal, legal internship or externship.
- Other relevant legal experience received after graduation from law school.

Benefits:

- A generous benefits package includes the following:
 - Health benefits under the Federal Employee's Health Benefits Program (FEHB)
 - Dental and vision benefits under the Federal Employee's Dental and Vision Program (FEDVIP)
 - Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
 - Flexible benefits program
 - 11 paid federal holidays

Process/Disclosures:

Initial interviews may be conducted via Zoom. If required, applicants selected for in-person interviews must travel to Boise at their own expense. Relocation expenses will not be reimbursed.

As a condition of employment, all new employees are subject to a background check or investigation which includes an FBI fingerprint check, and retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

Due to the expected high volume of applicants for this position, the Court will contact only those qualified applicants who will be invited for an interview.

THE UNITED STATES COURTS FOR THE DISTRICT OF IDAHO
IS AN EQUAL OPPORTUNITY EMPLOYER