



# UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

**\*CAREER OPPORTUNITY\***

## **BANKRUPTCY APPELLATE PANEL (BAP)**

**DENVER, COLORADO**

<b>Position:</b>	BAP Law Clerk (#22B02)
<b>Position Type:</b>	Full-time career position with full benefits package available.
<b>Closing Date:</b>	Open-Until-Filled. Applications reviewed as received. Priority given to applications received by April 1, 2022. <b>Anticipated start date of May 30, 2022.</b>
<b>Salary Range:</b>	JSP 11 – 14 (\$72,995 - \$159,823) Salary is commensurate with experience and qualifications. Grade 14 requires two years of federal clerkship experience.

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### **Position Overview:**

The Bankruptcy Appellate Panel (BAP) for the Tenth Circuit located in Denver, CO, is seeking a qualified Attorney to serve as a Career Law Clerk. The position is located within the BAP Clerk's Office in the Byron White Courthouse. The incumbent will perform substantial legal research, writing and analysis, as well as serve as backup for the Clerk's Office Staff Attorney and the office's administrative support functions as needed.

### **Representative Duties:**

The incumbent's duties may include conferring with judges and Clerk's Office staff; conducting legal research; preparing legal memoranda and drafting proposed decisions; attending oral argument sessions (some limited travel may be required); proofreading, editing, and cite-checking decisions; performing complex motion work; providing research and written analysis of matters of interest to the Court; performing docket quality control; answering inquiries from the public and parties appearing before the court; and other duties as assigned.

### **Qualifications and Requirements:**

- Graduation from an accredited law school.
- Admission to practice law before the highest court of a state, territory, commonwealth or possession of the United States (for appointment at grade 12 or above).
- A strong academic background.
- Superior legal research, analytical, writing, and editing skills.
- Strong interpersonal skills and the ability and desire to work in a team environment.
- Ability to work independently or as a team player, with a positive attitude.

### **Preferred Qualifications:**

- Post-graduate appellate court work experience and/or judicial law clerk experience.
- Substantial knowledge and/or professional experience in the practice of bankruptcy law.

### **How to Apply:**

Submit cover letter, resume (including three professional references), law school transcripts and Application for Judicial Employment (enclosed), **as a single PDF attachment**, to [HR@Ca10.uscourts.gov](mailto:HR@Ca10.uscourts.gov). Reference vacancy #22B02 in the subject line. **Incomplete application packages will not be considered.**

### **Information for Applicants:**

Applicants must be a U.S. Citizen or actively seeking citizenship. Appointment is contingent upon successful completion of a background investigation. Employees of the U.S. Courts are "at will." Employees are subject to the Judicial Code of Conduct. Only applicants selected for interview will be contacted.

**THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS**

# FEDERAL JUDICIAL BRANCH APPLICATION FOR EMPLOYMENT

If you need additional space, continue under "Remarks" listing item number

1. Name <i>(Last, First, Middle Initial)</i>	2. Phone Number
3. Present Address <i>(Street, City, State, Zip)</i>	
4. Email Address	
5. Other Names Previously Used for Employment Purposes	6. Date of Birth <i>(complete only for law enforcement positions)</i>

## GENERAL

7. Are you a U.S. Citizen?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If no, give the Country of your citizenship _____
8. a. Were you ever a federal civilian employee?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, give highest civilian grade: _____ / _____ / _____ Pay Plan                      Grade                      Step
b. Are you receiving a federal civilian annuity payment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
c. Are you receiving federal severance pay?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, give former agency contact/telephone: _____
d. Have you received a federal separation incentive payment in the past 5 years?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, state mo/yr received and former agency contact/telephone: _____
9. Do you have any relatives who are Judges, Officers or employees of the United States Courts?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, give their names, positions, and relationships to you. _____
10. Have you ever served on active duty with the military?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<i>(If selected, you will need to provide your DD-214 (copy 4), Certificate of Release or Discharge from Active Duty, so that your service may be verified and credited)</i>

## BACKGROUND INFORMATION

11. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 17 the date, explanation of problem, reason for leaving, and employer's name/address.
12. Are you delinquent on any Federal debt? <i>(Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans (e.g., student loan, home mortgage loan)).</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	If yes, provide in Section 17 the type, length, and amount of delinquency/default, and steps being taken to correct the error/repay the debt.



**WORK EXPERIENCE**

*(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)*

**A**

Dates of Employment <i>(mm/dd/yyyy)</i>  From: _____ To: _____	Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings  Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade <i>(If in federal Service)</i>	Place of Employment  City _____ State _____
Name and Title of Immediate Supervisor   Business Telephone: <i>(Area Code and Phone Number)</i>		Name and Address of Employer <i>(firm, organization, etc.)</i>
Reason for Leaving		
Description of Work		

**B**

Dates of Employment <i>(mm/dd/yyyy)</i>  From: _____ To: _____	Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings  Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade <i>(If in federal Service)</i>	Place of Employment  City _____ State _____
Name and Title of Immediate Supervisor   Business Telephone: <i>(Area Code and Phone Number)</i>		Name and Address of Employer <i>(firm, organization, etc.)</i>
Reason for Leaving		
Description of Work		

**C**

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____	Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Title of Immediate Supervisor  Business Telephone: ( <i>Area Code and Phone Number</i> )		Name and Address of Employer ( <i>firm, organization, etc.</i> )
Reason for Leaving		
Description of Work		

**D**

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____	Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____	Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Title of Immediate Supervisor  Business Telephone: ( <i>Area Code and Phone Number</i> )		Name and Address of Employer ( <i>firm, organization, etc.</i> )
Reason for Leaving		
Description of Work		

**OPTIONAL BACKGROUND INFORMATION – RESPOND ONLY IF REQUIRED BY THE VACANCY ANNOUNCEMENT**

**Answer questions 18, 19, and 20, only if required by the vacancy announcement.** Your answers should include convictions resulting from a plea of nolo contendere (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16<sup>th</sup> birthday, (3) any violation of law committed before your 18<sup>th</sup> birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

18. During the last 7 years, have you been convicted, imprisoned, on probation, or on parole? *(Include felonies, firearms or explosives violations, misdemeanors, and all other offenses)*       YES       NO      If yes, provide in Section 21 the date, explanation of violation, place of occurrence, and name/address of police dept or court.

19. Have you been convicted by a military court-martial in the past 7 years?       YES       NO      If yes, provide in Section 21 the date, explanation of violation, place of occurrence, and name/address of military authority or court.

20. Are you now under charges for any violation of law?       YES       NO      If yes, provide in Section 21 the date, explanation of violation, place of occurrence, and name/address of police dept or court.

**21. REMARKS** *(Use this space for continuation of answers. List the item number being explained.)*

[Empty space for providing remarks and explanations for items 18, 19, and 20.]

**APPLICANT CERTIFICATION**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_