



**UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT
BANKRUPTCY APPELLATE PANEL (BAP)
DENVER, COLORADO**

Position:	BAP Law Clerk (#24B10)
Position Type:	Full-time position with full benefits package available, hybrid work schedule may be available. <i>Position is for one year, with potential extension based on funding and caseload.</i>
Closing Date:	Open-Until-Filled. Applications reviewed as received.
Salary Range:	JSP 11 – 14 (\$80,665 - \$176,620) Salary is commensurate with experience and qualifications. Grade 14 requires two years of federal clerkship experience.

Position Overview:

The Bankruptcy Appellate Panel (BAP) for the Tenth Circuit located in Denver, CO, is seeking a qualified Attorney to serve as 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 the following materials to HR@ca10.uscourts.gov: 1) cover letter, 2) resume (including three professional references), 3) law school transcripts and 4) Application for Judicial Employment (available at <https://www.ca10.uscourts.gov/hr/human-resources>). It is highly preferred application materials be submitted as a single PDF.

The subject line of the email should reference **#24B10** in the subject line. **Applications that do not include all the required material will not be considered. Only those selected for interview will be contacted.**

Conditions of Employment: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Excepted service appointments are "at will." Appointment is contingent upon successful completion of a background investigation. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay required.