



**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF ALASKA  
605 West 4<sup>th</sup> Avenue, #138, Anchorage, AK 99501**

**VACANCY ANNOUNCEMENT #17-1**

**Position:** Law Clerk to U.S. Bankruptcy Judge  
**Type:** Career  
**Location:** Anchorage, Alaska  
**Open Date:** May 26, 2017  
**Close Date:** June 30, 2017  
**Salary:** JSP 11 to 14 (\$66,526 to \$145,663 + 4.22% COLA - commensurate with qualifications and experience)

**Position Overview:** The United States Bankruptcy Court for the District of Alaska is accepting applications for a full time career Law Clerk for the Honorable Gary Spraker. This position involves research and writing on a wide range of issues that arise in federal bankruptcy. The Law Clerk will substantively review pleadings, prepare bench memos, verify citations, and draft orders on matters pending before the Judge. The Law Clerk will have daily interaction with the Judge, his Judicial Assistant, and Clerk's Office employees concerning legal and court related issues. The Law Clerk will also communicate with counsel regarding case management and procedural matters. **This position is available as of August 31, 2017.**

**Qualifications:** For consideration, an applicant must have the following minimum qualifications:

- Law school graduate at the time of appointment;
- Excellent research, writing, proofreading, communication skills, and knowledge of computer operations;
- Exceptional organizational skills, ability to multitask, punctual, detail oriented, and willing to accept responsibility, work independently, and establish and meet deadlines; and
- Good character, maturity, and a willingness to work long hours as may be required.

Applicants holding a bar membership and legal work experience qualify for salary at the range of JSP 12 or higher.

**Conditions of Employment:**

- Applicants must be a United States citizen or eligible to work in the United States.
- The successful candidate is hired provisionally, pending the results of a background investigation.
- Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered "at-will," and can be terminated with or without cause by the court.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- Employees must adhere to the rules and regulations of the Court.

**Benefits:** Career law clerks are eligible to participate in federal health benefits, life insurance, supplemental dental and vision insurance, long term care plan options, and flexible spending accounts. This position is also eligible to participate in the Federal Employees Retirement System, and the Thrift Savings Plan. Ten paid national holidays per calendar year. Coverage under the Leave Act, including accrual of 13 days paid vacation per year for the first three years, and incremental leave increases thereafter.

**How to Apply:** Qualified applicants should submit the following:

- A cover letter;
- A resume;
- Two writing samples;
- A completed Form AO 78 (available at [www.uscourts.gov/forms/AO078.pdf](http://www.uscourts.gov/forms/AO078.pdf)); and
- Contact information for at least three professional references.

**Email all required documents in PDF format, with the subject line Law Clerk Position, to [janet\\_stafford@akb.uscourts.gov](mailto:janet_stafford@akb.uscourts.gov) and [amy\\_mcfarlane@akb.uscourts.gov](mailto:amy_mcfarlane@akb.uscourts.gov).**

The most qualified applicants will be invited for interviews with Judge Spraker and other court staff. Only those applicants selected for an interview will be contacted by the Court. The initial interview may be conducted by telephone or videoconference. Travel costs for a personal interview will be borne by the applicant. The Court reserves the right to amend or withdraw this job opening without written notice of applicants.

**Application Deadline:** To be considered, applications must be received by **June 30, 2017.**

The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify Margaret Bondi, Personnel Specialist, at (907) 271-3923. The decision on granting reasonable accommodations will be made on a case by case basis.

**The United States Bankruptcy Court for the District of Alaska is an Equal Opportunity Employer**