



Temporary Employment Opportunity Staff Attorney (Pro Se)

Classification Level 28

Announcement Number: 10-03

Location: Detroit, Michigan

Closing Date: May 31, 2010 at 5PM EST

Starting Salary

Range: \$59,814 - \$74,794
(Maximum for CL28 is \$97,264)

Starting salary is based on work experience, education, and salary history.

About The Court: The Clerk's Office of the U.S. Bankruptcy Court for the Eastern District of Michigan supports six bankruptcy judges and serves the eastern half of Michigan's lower peninsula. Offices are located in Detroit, Flint, and Bay City.



U.S. BANKRUPTCY COURT
Eastern District of Michigan

MIEBJobs@mieb.uscourts.gov

OVERVIEW: *This is a temporary, two-year appointment with possible extensions based on continuing need and available funding.* The incumbent is responsible for assisting the Court in overseeing the district's pro se filers (debtor and creditor) and managing programs to inform them of required filing procedures. The staff attorney also assists the clerk's office with the processing of applications received for the court's pro bono program. Representative duties include: developing and presenting educational programs and instructional aids designed to assist pro se filers and petition preparers; developing a database to identify irregular actions and possible trends that may affect case flow or docket management; evaluating procedures to identify improvements in handling pro se cases; resolving procedural and case management issues related to pro se cases; working with pro se filers in reviewing petitions/pleadings to ensure procedural compliance with statutory and local rule requirements; responding to in-person, telephone or mail inquiries from pro se filers; maintaining pro se information on the court's web site; coordinating educational efforts among various agencies, law schools, and professional associations to address pro se issues; processing applications received for the pro bono program; and, performing other duties as assigned. Travel, particularly within the district, is required. The staff attorney reports to the clerk of court.

EXPERIENCE REQUIRED: To qualify for this position, the applicant must be a licensed attorney **AND** have at least one-year of progressively responsible post-graduate experience in the practice of law (equivalent to the federal government grade level of GS11 or CL27). Additionally, applicants must possess excellent oral, written, and interpersonal communication skills; have a thorough knowledge of law and legal procedures codified in Title 11 of the US Code and the Federal Rules of Bankruptcy Procedure; be familiar with official bankruptcy forms; possess a work history that demonstrates effective problem solving skills; and be skilled in the use of software including word processing, presentation, spreadsheet, and database applications.

CONDITIONS OF EMPLOYMENT: Applicants must be US citizens or be eligible to work for the federal government. Employment will be considered provisional pending the successful completion of an FBI fingerprint background investigation. Employees of the Federal Judiciary are hired as "excepted service" appointments and are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request.

TO APPLY: Please download an *Application for Judicial Branch Employment* from the court's website at www.mieb.uscourts.gov (Home Page > General Info > Employment Opportunities). Qualified applicants should submit: **A)** the completed Application; **B)** a cover letter and detailed resume, and; **C)** three professional references. Documents should be sent via e-mail in Word, WordPerfect or Adobe Acrobat (.PDF) format to MIEBJobs@mieb.uscourts.gov.

Only those applicants selected for interview will be contacted. The court will not reimburse an applicant for interview expenses.