



**UNITED STATES BANKRUPTCY COURT**  
**DISTRICT OF NEW HAMPSHIRE**  
**55 PLEASANT STREET, ROOM 200**  
**CONCORD, NEW HAMPSHIRE 03301**  
**603.222.2600**  
[www.nhb.uscourts.gov](http://www.nhb.uscourts.gov)

**CAREER LAW CLERK (2025-01)**

Location:	Concord, NH
Salary Range:	JSP 12- 13 (\$100,371 to \$155,164) Based on Qualifications, Experience, Bar Membership Status, and Prior Federal Employment
Opening Date:	February 11, 2025
Closing Date:	Open Until Filled

Chief Judge Bacher is seeking a Career Law Clerk to assist the Judge with matters before the Court, and to assist with chambers administration, including managing chambers workflow, supervising term law clerks or other chambers employees or volunteers, and assisting with the planning and implementation of public outreach efforts and other projects as assigned. The position will require the individual to work in person in Concord, New Hampshire on a regular basis. However, regular and/or ad hoc telework is also available subject to Chief Judge Bacher's approval. The anticipated start date is July 14, 2025.

Individuals with one or more of the following qualities are strongly encouraged to apply:

- A commitment to public service.
- Post law school litigation and/or clerkship experience.
- Experience with overseeing staff and/or volunteers.
- Project management experience.

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## **Representative Duties**

The incumbent is responsible for day-to-day management of the Court's workload, including reviewing case dockets and monitoring case progression, reviewing motions, preparing draft orders, proofreading orders, and supervising and training the term law clerk and other chambers employees and volunteers as directed. The incumbent will confer with the Judge regularly to discuss case issues and chambers management, public outreach efforts, and projects as assigned. The incumbent will be project lead and subject matter expert for local rules updates and administrative order management. Duties will also include assisting with hearing preparation and scheduling, providing Clerk's Office staff with legal case management guidance and other assistance, conducting independent legal research and analysis, and assisting in drafting opinions. In addition, the incumbent may work on other matters affecting case administration and chambers management, perform administrative and clerical functions, and assist the Judge in varying capacities during courtroom proceedings. Incumbent will perform other duties as assigned, and some travel may be required.

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## Minimum Qualifications

Candidates must be a law school graduate with academic standing in the upper third of the class or have other demonstrated proof of superior research and writing skills and legal acumen. Candidates must possess one or more years of post-graduate legal work experience and membership in a Bar of a state, territorial or federal court of general jurisdiction. Proficiency in computer-assisted research and Microsoft Word is required. The incumbent must be able to demonstrate an ability to work both independently and in a team environment and must possess excellent verbal, written, and interpersonal skills. Maturity, sound judgment, and discretion are required.

Preferred qualifications include Law Review, journal, bankruptcy law coursework, and/or moot court experience in law school, experience in the bankruptcy field or comparable practice areas, and federal law clerk experience, preferably in a Bankruptcy Court.

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## How to Apply

Applicants should submit a cover letter, resume, law school transcript, references, legal writing sample, and a completed [AO-78 Application for Federal Judicial Employment](#) online through OSCAR (Online System for Clerkship Application and Review).

<https://oscar.uscourts.gov/>

The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. The Court will only communicate with those applicants invited for a personal interview. Relocation expenses will not be provided or reimbursed.

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## Salary and Benefits

Starting salary will be set based on the following:

- Candidates with at least one year of post-graduate legal work experience and Bar membership in a state, territorial or Federal Court of general jurisdiction (Bar membership) will be placed at JSP grade 12 step 1 (\$100,371).
- Candidates with two or more of post-graduate legal work experience and Bar membership will be placed at a JSP grade 13 step 1 (\$119,355). Consideration for placement above step 1 will be limited to candidates who possess work experience as a federal employee at a higher step as permitted under Highest Previous Rate (HPR) Authority rules.

The selected applicant is eligible to federal benefits which include health, dental, vision, and life insurance programs; Federal Retirement System and Thrift Savings Plan; paid leave, periodic step increases; and paid federal holidays. Additional information about the federal judiciary's benefits can be found at [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

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## Disclosures

- The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position without any prior written notice.
- Applicants must be United States citizens or lawful permanent residents seeking citizenship.
- Court employees are subject to a [Code of Conduct for Judicial Employees](#).
- As a condition of employment, the selected candidate will undergo a government background investigation, including FBI fingerprint and criminal records checks. The selected candidate will be hired provisionally pending successful completion of the background investigation and a favorable suitability determination. Unsatisfactory results may result in termination of employment.
- Judiciary employees serve under excepted appointments and are considered “At Will” employees.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

**The United States Bankruptcy Court for the District of New Hampshire  
is an Equal Opportunity Employer.**