



UNITED STATES BANKRUPTCY COURT

DISTRICT OF SOUTH DAKOTA

POSITION TITLE:	Term Law Clerk to U.S. Bankruptcy Judge Laura L. Kulm Ask
LOCATION:	Sioux Falls, South Dakota
TYPE OF APPOINTMENT:	Full-time, One-year Appointment (August 2026 – August 2027) with the possibility of renewal or appointment to a Career Law Clerk position as described below
SALARY:	\$73,939 - \$105,383 (JSP 11/1-13/1) (based upon qualifications)
JOB ANNOUNCEMENT:	25-01
CLOSING DATE:	May 31, 2025, or until filled

POSITION OVERVIEW:

The position is for a Term Law Clerk for the Honorable Laura L. Kulm Ask, United States Bankruptcy Judge for the District of South Dakota. The successful candidate will serve as one of two law clerks supporting the work of the Judge and the Court. The position may be a one-year term, beginning August 2026, with the possibility of renewal or appointment to a Career Law Clerk position (based solely on the Judge's discretion).

REPRESENTATIVE DUTIES INCLUDE:

- Reviewing pleadings filed with the Court to determine the issues involved and the basis for relief;
- Reviewing dockets and monitoring the progress of matters;
- Reviewing and potentially screening motions and drafting orders for the Judge's review;
- Drafting bench memorandums for the Judge's consideration;
- Performing extensive legal research, proofreading orders and opinions while verifying citations, and preparing legal documents such as draft orders, memorandums, and opinions;
- Assisting with case management responsibilities, including preparation for conferences and general docket management tasks;
- Attending court hearings and trials, and assisting the Judge during these proceedings;
- Maintaining liaison between the Court and litigants, including communicating with counsel;
- Keeping abreast of changes in the law and briefing the Judge on them; and
- Performing miscellaneous administrative duties and other duties as assigned.

MINIMUM QUALIFICATIONS:

The candidate must be a U.S. citizen or eligible to work in the United States, a graduate from a law school of recognized standing by the American Bar Association or the Association of American Law Schools, and have one or more of the following attributes:

- Standing within the upper one-third of the candidate's law school class;
- Experience writing for a law review or on a moot court, externship or clinical program; or
- Demonstrated proficiency in legal studies which, in the opinion of the Judge, is equivalent to one of the above. The determination of an acceptable equivalence rests solely with the Judge.

PREFERRED QUALIFICATIONS:

- An academic background in bankruptcy or secured transactions coursework;
- Excellent legal research and writing skills;
- Ability to effectively communicate, both orally and in writing;
- Good organizational, computer, and word processing skills;
- Ability to work effectively and well with others in a team-based environment;
- Ability to maintain confidentiality, uphold the Court's ethical rules and exhibit good judgment, maturity, dependability, and responsibility; and
- Ability to manage time and prioritize tasks to meet deadlines.

BACKGROUND CHECK:

The selected candidate will be required to undergo a fingerprint check through the FBI's Criminal Justice Information Services Division. The successful candidate for this position is subject to a full National Crime Information Center (NCIC) background records check.

BENEFITS:

The position falls within the Judicial Branch of the United States Government and includes most federal benefits. A Term Law Clerk is not eligible to participate in the Federal Employee Retirement System or the Thrift Savings Plan. A Term Law Clerk is not classified under Civil Service but are entitled to similar benefits as other federal employees. These benefits include:

- 11 paid holidays; and
- Optional participation in choice of health plans, dental and vision insurance programs, group life insurance program, long-term care insurance, and pre-tax flexible spending account plan for certain expenses.

HOW TO APPLY:

Persons interested in this position should submit the following application materials in PDF format to SDB_Jobs@sdb.uscourts.gov:

- Completed Application for Judicial Branch Federal Employment, Form AO-78 (available at [Application for Judicial Branch Federal Employment | United States Courts \(uscourts.gov\)](https://uscourts.gov/application-for-judicial-branch-federal-employment));
- Cover letter;
- Detailed resume;
- Writing sample; and
- Law school transcript.

Applicants selected for an interview may also be asked to provide a list of references prior to the interview.

DISCLOSURES:

- This is an in-person position, so the selected candidate will be required to work in the Sioux Falls, South Dakota, courthouse.
- Only qualified applicants will be considered for this position.
- Interview and relocation travel expenses will not be reimbursed.
- Electronic direct deposit of salary payments is mandatory.
- All employees of the Court are at-will employees, and therefore an appointee may be removed from this position at any time.
- Travel will be required for the position.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement without any prior notice.
- A Term Law Clerk must adhere to a Code of Ethics and Conduct for United States Judges as applicable to judiciary employees, which is available to applicants for review upon request, and must agree to confidentiality and IT policies.
- The United States Bankruptcy Court is an Equal Opportunity Employer.