

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF SOUTH CAROLINA**

Ann. No. 20-01

Announcement Date: **January 24, 2020**

Closing Date: **Open until filled**

Position Title: **Law Clerk to United States Bankruptcy Judge**

Location: **Columbia, SC**

Salary Range: **\$64,009 - \$91,231**

Classification Level: JSP (Judicial Salary Plan) 11-13 Depending on Qualifications

Position:

The United States Bankruptcy Court for the District of South Carolina is seeking applicants to fill a two-year, full-time law clerk position beginning in August/September 2020. The successful applicant will be assigned to the Honorable David R. Duncan. The position is located in Columbia, South Carolina, but occasional travel to Charleston and Spartanburg may be required.

Description of Duties:

Bankruptcy law clerks are responsible for legal research and the preparation of orders, opinions, and memoranda. The successful applicant will also assist with preparations for court, attend court with the Judge, and will often be responsible for handling procedural and scheduling communications between the Judge's chambers and the attorneys practicing before the Court. The law clerk will assist with other routine and administrative tasks as necessary.

Qualifications:

The applicant must be a law school graduate or May 2020 candidate for graduation and possess excellent legal research and writing skills, as well as exceptional oral and written communication skills. The applicant should display a consistently positive and professional attitude.

Salary and Benefits:

Salary will be based upon experience and qualifications in accordance with JSP guidelines. Employment benefits are available.

Application Procedure:

Applicants must submit a cover letter, a current resume, a grade sheet, and two references to Dawn Hardesty at dawn.hardesty@scb.uscourts.gov. If selected to interview, applicants will be asked to submit a writing sample at the time of the interview.

The successful applicant for this position is subject to a background check and mandatory electronic direct deposit for salary payment and will be required to adhere to the Code of Conduct for Judicial Employees.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.