

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

Ann. No. 16-04

Announcement Date: April 11, 2016
Closing Date: May 10, 2016

Position Title: Law Clerk to United States Bankruptcy Judge
Location: Columbia, SC or Charleston, SC
Salary Range: \$59,246 - \$99,785
Classification Level: JSP (Judicial Salary Plan) 11-14 Depending on Qualifications

POSITION: The Hon. John E. Waites and the United States Bankruptcy Court for the District of South Carolina are seeking applicants to fill one full-time judicial law clerk position that will begin on June 6, 2016 or later agreed upon date. The position qualifies for employment benefits. The law clerk will work in the chambers of the Hon. John E. Waites. Depending upon the applicant's selection and in the judge's discretion, the position may be located in either Columbia, South Carolina or Charleston, South Carolina and requires some travel. Judicial law clerks are primarily responsible for assisting in case management, performing general chambers administrative duties, legal research, writing memoranda, and drafting opinions.

QUALIFICATIONS: To qualify for the position of law clerk, the applicant must be a law school graduate and possess excellent research, writing and computer skills. Bar membership and at least one year of experience are required for salary placement above a JSP 11. Prior bankruptcy practice experience or training is also preferred. Salary will be based upon experience and qualifications in accordance with JSP guidelines.

APPLICATION PROCEDURE: Applicants must submit a cover letter with a current resume by e-mail to: Sarah.Kistler@scb.uscourts.gov. Recent graduates should also include a law school grade transcript.

The successful candidate for this position is subject to a background check and a mandatory electronic direct deposit for salary payment. The United States Courts require employees to adhere to a Code of Conduct; persons selected for interview may request to review this Code at the time of the interview. Expenses for interviews or relocation are not authorized for reimbursement.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. If you are not notified, another applicant was selected.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.