

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

Ann. No. 16-05

Opening Date: May 27, 2016

Closing Date: Open Until Filled

Position Title: Clerk's Office Intern (Part-time)

Location: Columbia, SC

Salary Range: CL 21, Step 1 (\$9.89/hr)

The United States Bankruptcy Court for the District of South Carolina has an opening for one or more temporary internships. Each internship is available for up to 30 hours a week until September 1, 2015.

RESPONSIBILITIES: Organizing and scanning of files, data entry, and assisting in various clerical duties and special projects.

QUALIFICATIONS: High school diploma.

Application Procedure:

Submit resume and letter of interest to SCBC_Employment@scb.uscourts.gov

A background investigation will be conducted on the person selected for the position and the selected applicant will complete a gratuitous service form. The United States Judiciary requires employees to adhere to a Code of Conduct; persons selected for interview may request to review this Code at the time of the interview. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. Federal Government Civil Service classifications/regulations do not apply.

The Court reserves the right to modify the conditions of this announcement or to withdraw the 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 interview and testing. If you are not notified, another applicant was selected.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.