

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

Vacancy Announcement No. 15-01

ANNOUNCEMENT DATE: May 12, 2015
CLOSING DATE: Until Filled

POSITION TITLE: Term Law Clerk to U.S. Bankruptcy Judge

LOCATION: Charleston, South Carolina

STARTING SALARY RANGE: \$58,562 - \$83,468

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 qualified applicants to fill one full-time term judicial law clerk position. The term of appointment is one year, but is subject to renewal for up to three additional years in the discretion of the appointing judge. The position qualifies for employment benefits. This position is located in Charleston, South Carolina and requires in state travel. Judicial law clerks are primarily responsible for assisting in case/docket management, legal research and the preparation of orders, memoranda, and drafting of opinions.

QUALIFICATIONS: To qualify for the position of law clerk, the applicant must be a law school graduate. Bar membership and at least two years of experience in bankruptcy practice are preferred. Applicant must have excellent legal writing, research, and computer skills. Prior experience on a journal or law review or demonstrated writing proficiency is preferred. Salary will be based upon experience and qualifications in accordance with JSP guidelines.

APPLICATION PROCEDURE: Applicants should submit a cover letter and resume by email to Sarah_Kistler@scb.uscourts.gov. Recent law school graduates should also include grade transcript. Interview and relocation expenses will not be reimbursed.

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 requires employees to adhere to a Code of Conduct; persons selected for an interview may request to review this Code at the time of the interview.

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 or other notice. The Court will only communicate with those qualified applicants who are selected for an interview.

THIS COURT IS AN EQUAL OPPORTUNITY EMPLOYER