

United States Bankruptcy Court District of South Carolina

Vacancy Announcement 26-06

Temporary Bankruptcy Law Clerk



Charleston, Columbia, or
Greenville, South Carolina

www.scb.uscourts.gov

Position Details

Position Available:
October 1, 2026

Term:
One year, subject to availability of
funds

Salary Range:
\$74,678 – \$89,508 (JSP 11/1 – 12/1
depending on qualifications)

Closing Date:
Open until Filled
*Preference given to applications received
by September 7, 2026*

Benefits Include:

- Accrual of paid vacation and sick leave
- 11 paid holidays
- Telework opportunities
- Health Insurance
- Dental, Vision & Life Insurance
- Flexible Spending Accounts
- For more information on the Judiciary's competitive benefits, visit www.uscourts.gov/careers/benefits.

The United States Bankruptcy Court for the District of South Carolina seeks applicants for a one-year term as Temporary Bankruptcy Law Clerk commencing on or after October 1, 2026. Subject to the availability of funds, the Administrative Office of the United States Courts has approved this temporary position through September 30, 2027.

Position Overview:

This is a shared position supporting judges in the Court's Charleston, Columbia, and Greenville Divisions. Duties include researching a variety of legal issues, attending trials and other court proceedings, reviewing and processing *pro se* pleadings and documents, drafting opinions, screening motions, and preparing routine orders.

Qualifications:

The applicant must be a law school graduate at the time of appointment and possess excellent research, writing, and computer skills, as well as exceptional oral and written communication skills. Proficiency in Windows, Microsoft Office, Westlaw, and LEXIS is required. Applicants must be admitted to practice law in at least one state or be scheduled to take or have taken the Bar Exam.

Preference will be given to applicants who have a substantive familiarity with bankruptcy law, a solid base of understanding of commercial law, post law school employment experience, or have experience as an intern or law clerk to a federal judge. Experience on the editorial board of law review or moot court, and/or the publication of noteworthy articles will also be considered. The successful candidate should be responsible, possess excellent organizational, administrative, and interpersonal skills, be a self-starter, always maintain a professional demeanor, be able to work harmoniously with others, and communicate effectively both orally and in writing.

Salary and Benefits:

Starting salary is based on prior legal work experience and is subject to the policies and guidelines set forth in the Judicial Salary Plan; salary for this temporary position cannot exceed \$89,508. Bar admission and at least one year of legal work experience are required for salary placement above a JSP 11. 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, current resume, and Form AO 78 (available at www.scb.uscourts.gov/employment-opportunities) via email to scbc_employment@scb.uscourts.gov. In the cover letter, the applicant should include the date they are available to start. 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 adhere to a Code of Conduct, available at: <https://www.uscourts.gov/rules-policies/judiciary-policies/ethics-policies>. Expenses for interviews or relocation are not authorized for reimbursement. Employees of the United States Bankruptcy Court are "at will" employees and can be terminated with or without cause by the Court.

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.

**U.S. Bankruptcy Court District of South Carolina
IS AN EQUAL OPPORTUNITY EMPLOYER**

All court employees, including U. S. Bankruptcy Court District of South Carolina Employees, are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees, which is available for review upon request. Judiciary employees are "at will" employees. Employees may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 U.S.C. § 3602(a).