

United States Bankruptcy Court District of South Carolina

Vacancy Announcement 25-01

Term Law Clerk to Hon. Helen E. Burris



Greenville, South Carolina

www.scb.uscourts.gov



Position Details

Salary Range:

**\$73,939 – \$105,383 (JSP 11-13
depending on qualifications)**

Closing Date:

Open until Filled

Preference Given to Applications
Received by **February 24, 2025**

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.

About Greenville

Located in Upstate South Carolina at the foothills of the Blue Ridge Mountains, Greenville is one of the top ten fastest growing cities in the United States. It has a thriving downtown with events year-round, unique shops located on its award-winning Main Street, and outdoor activities at Falls and Unity Parks, the Swamp Rabbit Trail, and nearby mountains and state parks. These qualities have allowed Greenville to emerge on the national spotlight, winning various awards, including Condé Nast Traveler's Best Cities in

The United States Bankruptcy Court for the District of South Carolina is seeking applicants to fill one full-time judicial term law clerk position beginning in March 2025. The law clerk will be assigned to the Hon. Helen E. Burris. The position is located in Greenville, South Carolina and requires occasional travel to other court locations within the District.

Position Overview:

Judicial law clerks are primarily responsible for conducting legal research, drafting orders, legal memoranda, and opinions, and assisting with preparations for court.

Position Duties & Responsibilities:

The term law clerk duties include, but are not limited to, the following:

- Researching substantive and complex areas of federal and state law;
- Researching and drafting opinions and orders, including proofreading and cite-checking;
- Assisting with chambers administrative duties including answering the telephone; advising appropriate Court personnel and parties on the status of particular cases; and assisting the judge during courtroom proceedings;
- Working with chambers and supervisors to resolve docket and case management issues;
- Interacting with other court personnel, attorneys, and/or litigants;
- Communicating with various parties in interest in connection with case-related duties; and
- Traveling to other courthouses where the Judge may hold court within the District of South Carolina.

Qualifications:

The applicant must be a law school graduate and possess excellent research, writing, and computer skills, as well as exceptional oral and written communication skills.

Salary and Benefits:

Salary will be based upon experience and qualifications in accordance with JSP guidelines. Bar admission and at least one year of 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 Marshall_Bozeman@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->

the U.S. Readers' Choice Awards for 2023 and Good Housekeeping's Must-See Cities for 2024. For more information on one of the top places to live in the country, please visit www.visitgreenvillesc.com.

[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).