

**UNITED STATES BANKRUPTCY COURT**  
**DISTRICT OF SOUTH CAROLINA**  
Ann. No. 12-01

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**Announcement Date:**                    **Position Open until filled**  
**March 5, 2012**                            To ensure consideration, application should be received  
by **April 6, 2012**

**POSITION TITLE:**     **CLERK OF COURT**

**LOCATION:**                    **Columbia, South Carolina**

**CLASSIFICATION LEVEL: JSP 15-17 (\$113,735 - \$165,300) <sup>1</sup>**

The United States Bankruptcy Court for the District of South Carolina is seeking applicants for the position of Clerk of Court. The court currently consists of three judges stationed in Columbia, Charleston, and Spartanburg. Staff are headquartered in Columbia, with limited staff and additional facilities in Charleston and Spartanburg.

The Clerk of Court is a full-time position. The Clerk is appointed by and serves the judges of the court. This is a high-level management position which functions under the direction of the judges and is responsible for the administrative activities of the Clerk's Office and overseeing the performance of the statutory duties of the office.

Examples of duties include:

Consulting with and making recommendations to the judges regarding court policies and procedures.

Managing human resources as well as designing and managing training programs.

Preparing and managing an annual budget.

Conducting special studies as directed and preparing statistical and narrative reports.

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<sup>1</sup> Salary will be dependent upon qualifications, previous pay level, and the human resources policies of the Administrative Office of the U.S. Courts.

Working with various governmental agencies on a variety of issues necessary to court activities such as data processing, personnel, procurement, space and facilities, and financial matters.

Working with members of the bar and the public to improve the delivery of court services.

Directing staff responsible for the processing of bankruptcy cases and adversary proceedings, case management functions, courtroom support needs, maintenance of official records in the custody of the court, automation and information technology services, statistical analysis and reporting requirements, procurement, financial operations, internal controls, inventory control, and human resources management.

**QUALIFICATION STANDARDS:** Must be a United States citizen or eligible to work in the United States. Must have a minimum of 10 years of progressively responsible administrative experience in public service or business which provides leadership capabilities and a thorough understanding of organizational, procedural, fiscal, and human aspects in managing an organization. At least three of the 10 years experience must have been in a position of substantial management responsibility. An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement. Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of one academic year of education equals 9 months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. Preferably such degree should have included courses in law, government, public, business, judicial administration or related fields. A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience. A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

Prospective candidates who have a performance history that demonstrates proven skills in managing limited resources, prioritizing and problem solving, and who have strong organizational and written and verbal communication skills are desired. Excellent academic records, experience in a court environment, a law degree, experience in the practice of law, excellent knowledge of the Bankruptcy Code and Rules, and knowledge of the operation of electronic records systems are also preferred.

**BENEFITS:** All court employees are at-will employees. This is in contrast to executive branch agencies, whose employees are generally in the competitive service. This means that court employees generally are not subject to the many statutory and regulatory provisions that govern the employment of individuals in the executive branch. They are, however, entitled to benefits similar to those given other federal employees, which include paid vacation, paid sick leave, 10 federal holidays per year, choice of medical insurance from a variety of plans, group life insurance options, long-term care insurance, pretax contributions for medical costs and dependent care, participation in the Thrift Savings Plan (401K) and participation in Federal Employees Retirement System.

**APPLICATION PROCEDURE:** Submit resume which includes job history, salary history, three work references with phone numbers, and Form AO78 (Application for Judicial Branch Federal Employment available at <http://www.uscourts.gov>) to [scbc\\_employment@scb.uscourts.gov](mailto:scbc_employment@scb.uscourts.gov). **The Court prefers to receive this information by e-mail. Applicants submitting by e-mail should not send a duplicate copy by mail.**

If email is unavailable, the foregoing may be mailed to:

Vacancy Announcement # 12-01  
1100 Laurel Street  
Columbia, South Carolina 29201  
Attn. Chief Judge

A full government background investigation will be conducted on the person selected for the position. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay. 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, any of which action may occur without any prior written notice.

**No telephone or other follow up contact should be made. The Court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.**

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**