



**VACANCY ANNOUNCEMENT
ANNOUNCEMENT NO. 24-03**

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

Position: Law Clerk to Bankruptcy Judge
Duty Station: Charleston or Columbia, South Carolina
Salary Range: JSP 11 to JSP 14 (\$72,553 to \$122,198), depending on qualifications
Announcement Date: April 10, 2024
Closing Date: April 30, 2024

The United States Bankruptcy Court for the District of South Carolina is seeking applicants to fill up to two law clerk positions. The law clerks will be assigned to L. Jefferson Davis, IV, who was selected on March 29, 2024, by the Fourth Circuit Court of Appeals as incoming United States Bankruptcy Judge. At least one position is located in Charleston, South Carolina, and both positions require occasional travel. The anticipated start date is early July 2024.

POSITION OVERVIEW

Judicial law clerks are primarily responsible for conducting legal research, drafting orders, legal memoranda, and opinions, and assisting with preparations for court. Law clerk duties include, but are not limited to, the following:

- Reviewing and processing of proposed orders and other bankruptcy case documents to determine issues involved and compliance with legal and procedural requirements;
- Researching substantive and complex areas of federal and state law;
- Drafting opinions and orders, including proofreading and cite-checking;
- Assisting with chambers administrative duties including, answering 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

To qualify for the position of law clerk, a person must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and preferably have demonstrated at least one of the following accomplishments or proficiencies:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the staff or editorial board of a law review of such a school;
- Membership on a moot court team that represents the law school in competition with other law schools.

This list is not all-inclusive; the determination of an acceptable equivalence rests with the appointing judge.

Applicants must be highly skilled in legal research and writing; proficient computer and word processing skills; strong organizational and analytical skills; demonstrate attention to detail; possess maturity, good judgment, high ethical standards, a strong work ethic, and a positive work attitude; and be able to multi-task and consistently meet deadlines and targeted goals. It is preferred that applicants have taken a bankruptcy course in law school or have bankruptcy or civil litigation experience. Course work in secured transactions and business associations or transactions is a plus.

Applicants must also possess excellent computer proficiency, including computer-assisted research skills and the ability to learn the Court's software programs, and work with electronic files and folders. Proficiency with Westlaw, Lexis/Nexis, MSWord, Outlook, and comparable products is required.

SALARY AND BENEFITS

Salary will be based upon experience and qualifications in accordance with JSP guidelines. Bar membership and at least one year of experience are required for salary placement above a JSP 11. Three years of legal work experience, including two years of service within the federal judiciary, is required for placement at JSP 14. Employment benefits are available.

APPLICATION PROCEDURES

Applicants must submit a: (i) cover letter including the date the applicant is available to start; (ii) current resume, (iii) Form AO 78 (available at www.scb.uscourts.gov/employment-opportunities); (iv) law school grade transcript; and (v) writing sample no longer than 10 pages that is solely the work product of the applicant and may not be co-authored. The required application documents shall be submitted via email in a single PDF file with "Law Clerk Vacancy No. 24-03" in the subject line to scbc_employment@scb.uscourts.gov.

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 to adhere to a Code of Conduct, available at: <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>. 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, 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.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.