

UNITED STATES BANKRUPTCY COURT
DISTRICT OF SOUTH CAROLINA

Ann. No. 14-01

Announcement Date: February 24, 2014 Closing Date: March 11, 2014

Position Title: Law Clerk to United States Bankruptcy Judge

Location: Spartanburg, SC

Salary Range: \$57,982- \$107,434

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 applicants to fill one full-time judicial law clerk position. The position qualifies for employment benefits. The law clerk would be assigned to The Hon. Helen E. Burris. The position is located in Spartanburg, South Carolina and may require some travel. Judicial law clerks are primarily responsible for 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 and possess excellent research, writing and computer skills. Bar membership is required for salary placement above a JSP 11. Salary will be based upon experience and qualifications in accordance with JSP guidelines.

APPLICATION PROCEDURE: Applicants should submit a cover letter with a current resume by email to Kathryn.Saleeby@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; 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, 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 interview and testing. If you are not notified, another applicant was selected.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.