

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

Ann. No. 20-02

Announcement Date: May 8, 2020

Closing Date: June 1, 2020

Position Title:	Law Clerk to United States Bankruptcy Judge
Location:	Spartanburg, SC
Salary Range:	\$64,009 - \$91,231
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 beginning in August 2020. The law clerk will be assigned to The Hon. Helen E. Burris. The position is located in Spartanburg, South Carolina and requires occasional travel.

DUTIES: Judicial law clerks are primarily responsible for legal research and the preparation of orders, memoranda and the drafting of opinions. The successful applicant will also assist with preparations for court, attend court with the Judge, and will often be responsible for handling procedural and scheduling communications between the Judge's chambers and the attorneys practicing before the Court. The law clerk will assist with other routine and administrative tasks as necessary.

QUALIFICATIONS: The applicant must be a law school graduate or May 2020 candidate for graduation 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 membership 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 with a current resume by e-mail to: Lauren_Maxwell@scb.uscourts.gov. 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 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 an interview. If you are not notified, another applicant was selected.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.