

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

Ann. No. 15-05

Announcement Date: **O c t o b e r 1 , 2 0 1 5**
Closing Date: **O c t o b e r 1 6 , 2 0 1 5**

Position Title:	Law Clerk to United States Bankruptcy Judge
Location:	Columbia, SC
Salary Range:	\$58,562 - \$98,633
Classification Level:	JSP (Judicial Salary Plan) 11-14 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 that will begin January 1, 2016. The position qualifies for employment benefits. The law clerk will be assigned to The Hon. David R. Duncan. The position is located in Columbia, South Carolina and requires some travel. Judicial law clerks are primarily responsible for assisting in case management, performing general chambers administrative duties, legal research and order preparation, writing 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 and at least one year of experience are required for salary placement above a JSP 11. Bar membership and prior bankruptcy practice experience are also preferred. Salary will be based upon experience and qualifications in accordance with JSP guidelines.

APPLICATION PROCEDURE: Applicants must submit a cover letter with a current resume by email to Jacque.Phillips@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.