

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

**Ann. No. 21-03**

**Announcement Date: June 1, 2021**

**Closing Date: June 15, 2021**

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<b>Position Title:</b>	<b>Law Clerk to United States Bankruptcy Judge</b>
<b>Location:</b>	<b>Columbia, SC</b>
<b>Salary Range:</b>	<b>\$64,649 - \$119,787 (Depending on Qualifications)</b>
<b>Classification Level:</b>	<b>JSP (Judicial Salary Plan) 11-13</b>

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**POSITION:** The United States Bankruptcy Court for the District of South Carolina is seeking applicants to fill a term judicial law clerk position. The law clerk will be assigned to The Hon. John E. Waites. The position is located in Columbia, South Carolina but remote work may be considered. The position 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:** To qualify for the position of Law Clerk, you 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 have one or more of the following attributes:

- 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 editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies, which in the opinion of the Judge, is the equivalent of one of the above.

It is preferred that applicants have taken a bankruptcy course in law school and have two or more years of bankruptcy experience. Applicants must be highly skilled in legal research and writing, and must be able to use Westlaw, LexisNexis, Microsoft Office, Outlook, and comparable products. Familiarity with electronic case filing and management systems is preferred. Applicants must be able to quickly process and resolve complex issues. Excellent verbal, written and interpersonal skills, maturity, judgment and discretion are 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. 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: [scbc\\_employment@scb.uscourts.gov](mailto:scbc_employment@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.**