

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

Ann. No. 22-09

Announcement Date: May 27, 2022

Closing Date: June 10, 2022

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| Position Title: | Law Clerk to United States Bankruptcy Judge |
| Type: | Full-Time/Term |
| Location: | Greenville, SC |
| Salary Range: | \$66,214 - \$94,373 |
| Classification Level: | Judicial Salary Plan (JSP) 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 2022. The law clerk will be assigned to the Hon. Helen E. Burris. The position is located in Greenville, South Carolina and requires occasional travel.

DUTIES: Judicial law clerks are primarily responsible for legal research and the drafting and reviewing of orders, memoranda, and opinions. The successful applicant will also assist with preparations for court, attend court with the Judge, and will often be responsible for scheduling and procedural 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 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 legal experience are required for salary placement above JSP 11. Employment benefits are available.

APPLICATION PROCEDURE: Applicants must submit a cover letter and current resume to Lauren_Maxwell@scb.uscourts.gov. Recent graduates must 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, withdraw the job announcement, or fill the position sooner than the closing date, 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.