

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

Ann. No. 08-05

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**Announcement Date:** 8/1/08      **Closing Date:** Open Until Filled

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**Position Title:**            **Law Clerk to United States Chief Bankruptcy Judge  
(Full-Time or Part-Time)**

**Location:**                **Columbia, SC or Charleston, SC**

**Salary Range:**            **\$54,494 - \$91,781**

**Classification Level:**    **JSP (Judicial Salary Plan) 11-14 Depending on Qualifications**

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**POSITION:** The United States Bankruptcy Court for the District of South Carolina is seeking applicants to fill either one full-time or two part-time (20 hours per week) judicial law clerk positions. The term of employment is expected to be one to four years. The position qualifies for employment benefits. The law clerk would be assigned to Chief Judge John E. Waites and may be stationed in Columbia or Charleston at the discretion of the Judge. Judicial law clerks are primarily responsible for legal research and the preparation of orders, memoranda and drafting of opinions. Some travel may be required.

**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. Journal or Law Review experience preferred. Bar membership is required for salary placement above a grade JSP 11.

Appointment at a JSP grade 12 (\$65,315) requires qualifications for JSP 11 plus at least 1 full-time equivalent year of legal work experience gained after graduation from law school and bar membership.

Appointment at a JSP grade 13 (\$77,670) requires qualifications for JSP 11 plus 2 full-time equivalent years of legal work experience gained after graduation from law school and bar membership.

Appointment at a JSP grade 14 (\$91,781) requires qualification for JSP 11 plus at least 3

full-time equivalent years of legal work experience gained after graduation from law school and bar membership. At least 2 of the 3 full-time years of legal experience must have been as a law clerk or staff attorney in a federal court.

Salary will be based upon experience and qualifications in accordance with JSP guidelines.

APPLICATION PROCEDURE: Applicants should submit a cover letter stating whether they are available for service in either or both locations and whether they are applying for full or part-time employment, along with a current resume via e-mail to [cheryl\\_hughes@scb.uscourts.gov](mailto:cheryl_hughes@scb.uscourts.gov). If e-mail is unavailable you may submit via U.S. mail marked CONFIDENTIAL to Human Resources Administrator, U.S. Bankruptcy Court, 1100 Laurel Street, Columbia, South Carolina 29201.

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.**