

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

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**Announcement Date:** **October 17, 2007**      **Closing Date:** **November 30, 2007**

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**Position Title:** **Law Clerk to United States Bankruptcy Judge**

**Location:** **Columbia, SC**

**Salary Range:** **\$43,731 - \$63,417**

**Classification Level:** **JSP 9-12 Depending on Qualifications**

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**POSITION:** The United States Bankruptcy Court for the District of South Carolina is seeking applicants to fill one full-time judicial law clerk position. The candidate will begin in September 2008 and the term of employment is expected to be one to two years. The position qualifies for employment benefits. The law clerk would be assigned to the Honorable David R. Duncan. The position is stationed in Columbia, South Carolina and may require some travel. Judicial law clerks are primarily responsible for legal research and the preparation of orders, 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 and writing skills. Bar membership is a benefit, but not a requirement. Salary will be based upon experience and qualifications in accordance with JSP guidelines.

**APPLICATION PROCEDURE:** Applicants should submit a cover letter, current resume with class rank, transcripts, and a writing sample to U.S. Bankruptcy Court, 1100 Laurel Street, Columbia, South Carolina 29201, Attention: Jacqueline Phillips or by e-mail to [Jacque Phillips@scb.uscourts.gov](mailto:Jacque_Phillips@scb.uscourts.gov). Applications should be submitted as soon as possible.

A background investigation will be conducted on the person selected for this position. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay. 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.**