



**VACANCY ANNOUNCEMENT
ANNOUNCEMENT NO. 23-06**

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

Position: Term Law Clerk to Hon. Elisabetta G. M. Gasparini
Type: Full-Term/Term
Duty Station: Columbia, South Carolina
Salary Range: JSP 11 to JSP 13 (\$69,107 to \$98,496), depending on qualifications
Announcement Date: August 14, 2023
Closing Date: August 25, 2023

The United States Bankruptcy Court for the District of South Carolina is seeking applicants to fill one full-time judicial term law clerk position. The law clerk will be assigned to The Hon. Elisabetta G. M. Gasparini. The position is located in Columbia, South Carolina and requires occasional travel. This position will be available in January of 2024 or later.

POSITION OVERVIEW

The term law clerk duties include, but are not limited to, the following:

- Reviewing and processing of proposed orders and other bankruptcy case documents to determine issues involved and compliance with legal and procedural requirements;
- Researching and drafting opinions and orders, including proofreading and cite-checking;
- Assisting with chambers administrative duties including answering telephone; advising appropriate Court personnel and parties on the status of particular cases; and assisting the judge during courtroom proceedings;
- Working with chambers and supervisors to resolve case management issues;
- Communicating with various parties in interest in connection with case-related duties; and
- Traveling to other courthouses where the Judge may hold court within the District of South Carolina.

QUALIFICATIONS

To qualify for the position of law clerk, a person 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 preferably have demonstrated at least one of the following accomplishments or proficiencies:

- 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;
- Membership on a moot court team that represents the law school in competition with other law schools.

This list is not all-inclusive; the determination of an acceptable equivalence rests with the appointing judge.

It is preferred that applicants have taken a bankruptcy course in law school or have bankruptcy or civil litigation experience. Course work in secured transactions and business associations or transactions is a plus. Applicants must be highly skilled in legal research and writing; have strong organizational and analytical skills; demonstrate attention to detail; possess maturity, good judgment, high ethical standards, a strong work ethic, and a positive work attitude; and have the ability to multi-task and consistently meet deadlines and targeted goals.

Applicants must also possess excellent computer proficiency, including computer-assisted research skills and the ability to learn the Court's software programs, and work with electronic files and folders. Proficiency with Westlaw, Lexis/Nexis, MSWord, Outlook, and comparable products is 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 PROCEDURES

Applicants must submit a cover letter along with (i) Form AO 78 (available at www.scb.uscourts.gov/employment-opportunities); (ii) current resume, (iii) a law school grade transcript, and (iv) a writing sample no longer than 10 pages that is solely the work product of the applicant and may not be co-authored. The required application documents shall be submitted via email in a single PDF file with "EGMG Law Clerk Vacancy No. 23-06" in the subject line to scbc_employment@scb.uscourts.gov. In the cover letter, the applicant should include the date they would be available to start.

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, which is available at: <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>. Expenses for interviews or relocation are not authorized for reimbursement. Employees of the United States Bankruptcy Court are "At Will" employees and can be terminated with or without cause by the Court.

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.