

# UNITED STATES DISTRICT COURT DISTRICT OF SOUTH CAROLINA

**Position:** Term Law Clerk  
**Vacancy #:** 22-03  
**Salary Range:** JSP 11 – \$66,214 – \$86,074  
JSP 12 – \$79,363 – \$103,176  
JSP 13 – \$94,373 – \$122,683  
*Starting salary is dependent upon experience, qualifications, and bar membership.  
The salary listed is the 2022 salary. It may be a little higher for 2023.*

**Location:** Spartanburg, SC  
**Tour of Duty:** Full Time  
**Opening Date:** February 22, 2022  
**Closing Date:** Open until filled  
*(Preference given to applications received by March 24, 2022)*  
**Available Date:** August 2023 for one year; renewable for one year

## THE POSITION

This vacancy is for a term law clerk to the Honorable Donald C. Coggins, Jr., United States District Judge. The law clerk has full responsibility for assigned civil and criminal cases. The law clerk reviews complaints for jurisdiction, drafts proposed orders, conducts legal research, manages a civil docket, assists with criminal cases, assists with and attends court proceedings, acts as a legal advisor on pending litigation, and performs other duties as assigned. Other duties may include administrative duties such as handling the chambers' calendar, answering the phone, and greeting visitors.

## QUALIFICATIONS

The applicant must be a law school graduate at the time of appointment and must possess excellent research and writing skills, and PC proficiency in Windows and Word. Experience on the editorial board of law review, moot court, and/or at a prior clerkship is preferred. Good character, maturity, and willingness to work under deadlines are also required. Applicants must be a U.S. citizen or eligible to work in the United States. The selected candidate will be subject to a background check as a condition of employment.

## BENEFITS

- Eleven (11) paid holidays
- Optional participation in the Federal Employee's Health Benefits Program, the Federal Employees Vision and Dental Insurance Program, and the Federal Employee's Group Life Insurance Program.
- Optional participation in the pre-tax flexible spending accounts program.
- Optional participation in the Judiciary's Long Term Care Insurance program.

## APPLICANT INFORMATION

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that the position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the United States District Court serve under "Excepted Appointments" and are considered "at will" employees.

This position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

### **HOW TO APPLY**

Qualified persons interested in being considered are invited to submit a cover letter, resume, and list of at least three (3) professional references which includes the name and current contact information of said references. In lieu of letters of recommendation, the court may reach out to these references.

Application packets are to be mailed to:

United States District Court  
Donald S. Russell Federal Building  
201 Magnolia Street  
Spartanburg, SC 29306

**THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF SOUTH CAROLINA  
IS AN EQUAL OPPORTUNITY EMPLOYER**